



Warrumbungle Shire Council

Council meeting
Thursday, 16 July 2009

to be held at the Fire Control Centre, Coonabarabran

commencing at 1.00 pm

MAYOR

Councillor Peter Shinton

DEPUTY MAYOR

Councillor Murray Coe

COUNCILLORS

Councillor Kerry Campbell

Councillor Tilak Dissanayake

Councillor Ray Lewis

Councillor Mark Powell

Councillor Victor Schmidt

Councillor Ron Sullivan

Councillor Denis Todd

MANAGEMENT TEAM

Robert Geraghty (General Manager)

Carolyn Upston (Director Corporate Services)

Kevin Tighe (Director Technical Services)

Tony Meppem (Acting Director Environmental Services)

Rebecca Ryan (Director Community Services)

WARRUMBUNGLE SHIRE COUNCIL

**ORDINARY MEETING OF THE WARRUMBUNGLE SHIRE COUNCIL TO BE HELD AT
THE FIRE CONTROL CENTRE, COONABARABRAN ON THURSDAY, 16 JULY 2009
COMMENCING AT 1.00PM**

Date: 10 July 2009

Cr Peter Shinton
Mayor
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Cr Shinton

AGENDA

I submit the following report for Council's consideration at its July meeting. I further attach relevant reports from the Directors to me for the consideration of Council.

CONFIRMATION OF MINUTES of the ordinary meeting of Warrumbungle Shire Council held on 18 June 2009

ADOPTION OF THE RECOMMENDATIONS of the Warrumbungle Shire Council Occupational Health & Safety Committee meeting held on 4 June 2009

MINUTES of the Consultative Advisory Committee special meeting held on 4 June 2009 **for notation**

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Matter to be dealt with "in committee"

Road Closure
Request to waive interest
Agency funding

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

The items relate to road closure, hardship of a ratepayer and personnel matter and are classified CONFIDENTIAL under Section 10A(2)(a), (b) and (g) of the Local

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Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

- (a) personnel matters concerning particular individuals (other than councillors)
- (b) the personal hardship of any resident or ratepayer
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

.....
R J GERAGHTY
GENERAL MANAGER

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GENERAL MANAGER'S REPORT

ANNEXURE 1

1.1 NOTICE OF MOTION

The following Notice of Motion has been received from Councillor Todd.

To activate the Medical Advisory Council Committee for the benefit of all the towns in the Warrumbungle Shire.

Councillor Todd offers the following information:

RATIONALE

This committee was delegated to perform the following functions on behalf of Council:

- 1) To formulate policy for the management of the Warrumbungle Shire Council medical centers*
- 2) To formulate policies for the relationship between the Medical Centres and all other health related services within the community*
- 3) To advise and assist any body that is involved in providing health services to all communities in the Warrumbungle Shire Council*

PROPOSAL

The Medical Advisory Council Committee meet every three months, each meeting being at a different hospital in the Shire so to enable the Committee to meet with each local Hospital Health Council at least once every year.

The Medical Advisory Council Committee report to the monthly council meetings a summary of each three monthly meeting, being the voice for each hospital council.

The Medical Advisory Council Committee make it a priority to liaise, advise, and assist each Hospital or Multipurpose Centre with the recruitment and retention of nursing and medical staff, including accommodation and Practice facilities.

The Medical Advisory Council Committee explore and assist with developing opportunities for extension of current facilities by increasing the number of long stay beds in each town, providing employment and enhancing staff retention and maintaining population numbers.

The medical Advisory Council Committee be proactive in assisting with maintaining Ambulance services in each town that provides this service.

That the Medical Advisory Council Committee liaise with the Medical Practitioners within the Shire to ensure they receive the maximum support to assist them in maintaining essential services within the Shire.

RECOMMENDATION

For Council's consideration.

1.2 POLICIES

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At the time of amalgamation, the Policies of the previous Coonabarabran Shire were adopted through the proclamation as those of the Warrumbungle Shire Council and any additional policies of the previous Coolah Shire that were not reflected in the previous Coonabarabran Shire policies were also to be added.

We have been progressively updating and changing the policies to those of Warrumbungle Shire ever since.

When each Councillor was elected they were given an up to date policy register along with a copy of every policy amendment since (to replace previous policies), or new ones to add to this register. An electronic copy on a disk has been forwarded to Councillors and the list below outlines the current policies within your Policy Folder.

It is now appropriate to adopt all the existing policies as those of Warrumbungle Shire Council and cancel any previous policies that may still apply as a result of the proclamation to either Coonabarabran or Coolah Shires.

Strategic 1.1 - Payment of Expenses and Provision of Facilities to Elected Members Policy

Strategic 1.2 - Temporary Grazing Permits Policy

Strategic 1.3 - Donations Policy

Strategic 1.4 - Local Approvals Policy – Use of Public Footpaths for the Placement of Articles or Items

Strategic 1.5 - Relocated Dwelling Approvals – Special Requirements

Strategic 1.6 - Kerb and Gutter and Layback Crossing

Strategic 1.7 - Removal of Funds from Restricted Asset

Strategic 1.8 - Council Chambers – Usage

Strategic 1.9 - Street Stalls and Street Raffles

Strategic 1.10 - Residential Property Policy

Strategic 1.11 - Media Policy - Staff

Strategic 1.12 - Media Policy - Councillors

Strategic 1.13 - Public Cemetery Policy

Strategic 1.14 - Regulatory Services Policy

Strategic 1.15 - Public Pools Policy

Strategic 1.16 - Disposal of Council Assets Policy

Strategic 1.17 - Property Addressing Policy

Strategic 1.18 - Investments Policy

Strategic 1.19 - Internally Restricted Assets Policy

Strategic 1.20 - Burial Policy

Strategic 1.21 - Rating Policy

Strategic 1.22 - Land and Buildings Policy

Strategic 1.23 - Flying of the Australian and Aboriginal Flags Policy

Operational 2.1 - Debt Recovery Policy

Operational 2.2 - Excess Water – Kidney Dialysis Machine

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Operational 2.3 - Gathering of Information Policy

Operational 2.4 - Private Works

Operational 2.5 - Internet and Email Policy

Operational 2.6 - Mobile Phone Usage Policy

Operational 2.7 - Bank Signatories Policy

AUSPICE 3.1 - Connect 5 Policy Manual

AUSPICE 3.2 - Connect 5 OHS Policy Manual

AUSPICE 3.3 - Castlereagh Family Day Care Policy Handbook

AUSPICE 3.4 - Warrumbungle Community Care (Multi Service Outlet) Policies and
Procedures Manual

AUSPICE 3.5 - Warrumbungle Community Care Code of Ethics

Staff 4.1 - Warrumbungle Shire Council Risk Management Program - Staff Immunisation

Staff 4.2 - Staff Leave Policy

Staff 4.3 - Warrumbungle Shire Council First Aid Plan

Staff 4.4 - Workplace Bullying Policy

Staff 4.5 - Harassment Policy

Staff 4.6 - Needlestick Policy

Staff 4.7 - Drug and Alcohol Policy

Staff 4.8 - Equal Employment Opportunity Policy

Staff 4.9 - Disciplinary Policy

Staff 4.10 - Accident Investigation Policy

Staff 4.11 - Occupational Health and Safety Policy

Staff 4.12 - Children & Young Person's Protection Policy

Staff 4.13 - Smoke Free Workplace Policy

Staff 4.14 - Corporate Uniform Policy (Salaried staff)

Staff 4.15 - Injury Management/Return to Work Policy

Staff 4.16 - Asbestos Policy

Staff 4.17 - Personal Safety Equipment and Sun Protection Policy

Staff 4.18 - Grievance Procedure

Staff 4.19 - Armed Hold-up Procedure

Staff 4.20 - Medical Emergency

Staff 4.21 - Warrumbungle Shire Competency Based Salary System Foundation Rules

Staff 4.22 - Equal Employment Opportunity Management Plan

Staff 4.23 - Staff Travel and Sustenance Expenses Policy

Staff 4.24 - Funeral Attendance Policy

Staff 4.25 - Interview Expenses Policy

Staff 4.26 - Local Residency for Employees Policy

Staff 4.27 - Relocation Expenses Policy

Staff 4.28 - Work Experience Policy

Staff 4.29 - Recruitment, Selection and Appointment Policy

Staff 4.30 - Corporate Uniform Policy (Salaried Staff)

Staff 4.31 - Warrumbungle Shire Council - Civil Emergency Leave Policy

Staff 4.32 - Drug and Alcohol Policy

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Management Procedures 5.1 - Code of Conduct
Management Procedures 5.2 - Interaction Policy between Councillors and Staff
Management Procedures 5.3 - Code of Meeting Practice
Management Procedures 5.4 - Fraud and Corruption Policy
Management Procedures 5.5 - Internal Reporting Policy Protected Disclosures Act 1994

RECOMMENDATION

That Council endorse its current policies as listed above that are currently included in the Policy Folder.

1.3 ORGANISATIONAL STRUCTURE

The Consultative Advisory Committee at its meeting held on 4 June 2009 has now endorsed an amendment to the Human Resources structure and that amendment relates to the position of Trainee/HR Assistant for the HR Department.

The addition of this new position of an HR Trainee offers the opportunity to plan for the future and ensure the department can continue to operate effectively should staff be on sick leave or annual leave. The introduction of this position also ensures a succession plan and will offer an opportunity for a local person to learn all aspects of the HR department and an opportunity for a long term career.

This position has been budgeted for and efforts will be made to apply for government subsidies to help pay for training and incentive payment of approximately \$4,000.

The amended structure for Human Resources is now submitted for Council's consideration.

RECOMMENDATION

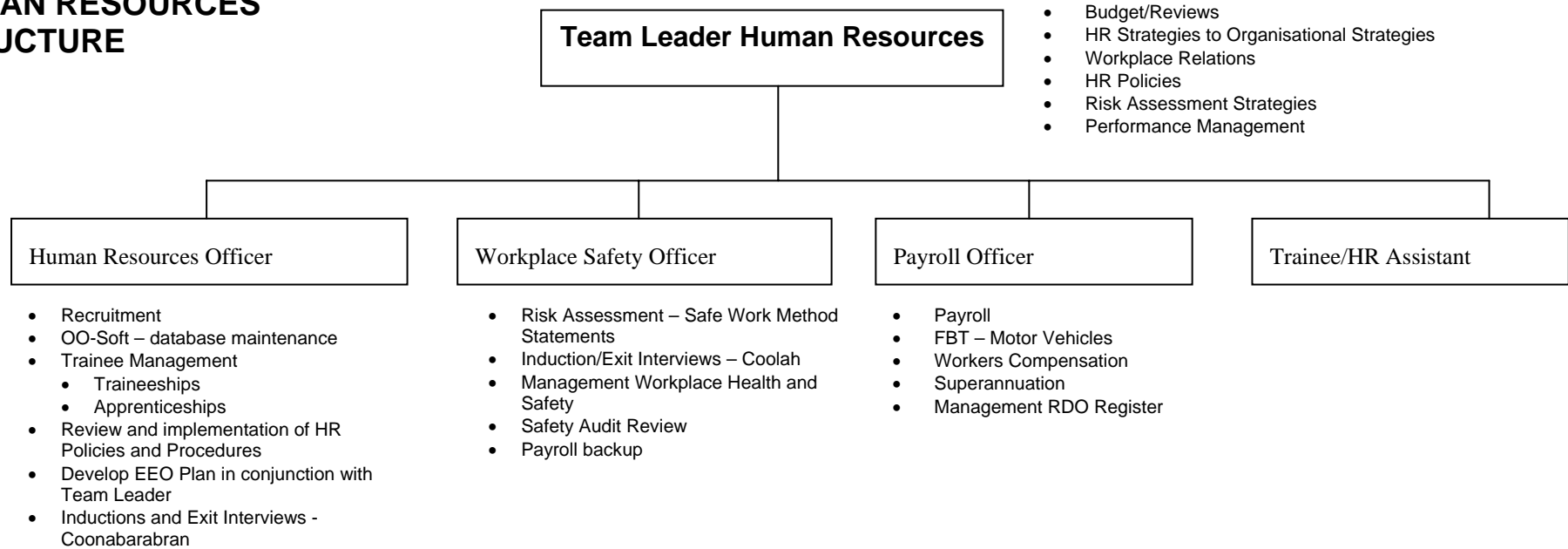
For Council's consideration and endorsement of the amended Human Resources structure.

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HUMAN RESOURCES STRUCTURE



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1.4 FOUNDATION RULES SALARY SYSTEM - POLICY

At Council's meeting held on 20 November 2005 the Foundation Rules – Salary System Policy was endorsed. The Consultative Advisory Committee at its meeting held on 26 March 2009 has endorsed amendments to the existing Policy and recommended to the General Manager that the Foundation Rules be amended.

The amended Policy is now submitted below for Councils consideration:

Warrumbungle Shire Competency Based Salary System Foundation Rules

Endorsed by the Consultative Committee on 8 November 2005

Amended: _____

INTRODUCTION

As a result of Council's commitment to achieving the highest levels of service to the community, through the work outcomes of its staff, Council strongly supports an equitable and structured Salary System that offers all employees encouragement to develop their skills and knowledge; and that rewards those employees accordingly.

The development and implementation of a Salary System for Warrumbungle Shire Council has been in accordance with the requirements of the Local Government (State) Award 2007, Clause 7 (SALARY SYSTEM) which states:

- (i) "A salary system determines how employees are paid. An employee shall be paid the salary system rate of pay that recognises the skills the employee is required to apply on the job.
- (ii) The salary system shall have a structure that complements the entry level rates of pay and skill descriptors in the award by identifying grades. Each grade shall contain a number of salary points/steps for progression that are over and above the entry level rates of pay.
- (iii) Positions shall be assigned a salary grade(s) within the structure. A position may extend across more than one grade in council's salary system or level as prescribed by Clause 5 Skills Descriptors of this award.
- (iv) Progression through the salary system shall be based upon the acquisition and use of skills. Where skills based progression is not reasonably available within the salary range for the position, employees shall have access to progression based on the achievement of performance objectives relating to the position. Such performance objectives shall be set in consultation with the employee(s).
- (v) Subject to subclause (iv), skills for progression relevant to the position shall be assigned to each salary point/ step within the grade or set at the annual assessment, provided that such criteria shall provide opportunity for progression through the salary system for the position.

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- (vi) Employees shall be assessed for progression through the salary range for their position at least annually or when they are required to use skills that would entitle them to progress in the salary system.
 - (vii) At the time of assessment, council shall advise the employee of the skills and/ or the performance objectives required for the employee to progress to the next salary point/ step and shall review the employee's training needs.
 - (viii) The salary system shall include a process by which employees can appeal against their assessment.
 - (ix) Employees shall have access to information regarding the grade, salary range and progression steps of the position".

STATEMENT OF INTENT

The Salary System has been designed to take into account the concerns and needs of the three major stakeholders in Council:

- Community - value for money, through increased productivity
- Employees - recognition and reward for the acquisition and application of skills
- Management - flexibility to maximise effectiveness and efficiency

The Salary System aims to:

- be fair and equitable, providing equal opportunity to all employees
- provide quality and timely services to the customers of the Council
- provide flexibility for Management to maximise workforce productivity
- provide employees with opportunities to gain new skills and knowledge
- be simple in design and easy to administer
- be understood by all staff
- be competitive enough to attract and retain employees, while being within Council's capacity to pay
- be supported by relevant training plans, designed to develop skills needed by Council and, at the same time, provide career opportunities for staff
- be consistent with the spirit and requirements of the Award

The progressional rules detailed within this document have been established to guide the operation of Council's Salary System. Where Management or Staff identifies significant issues in relation to the operation of the Salary System, the matter shall be referred to the Consultative Committee.

The Consultative Committee is formed in accordance with the requirements of the Local Government (State) Award 2007. The Consultative Committee provides the opportunity for all staff to have input and feedback on issues affecting the workplace through their elected representatives. The Consultative Committee is an advisory body; it does not have power to make decisions but operates by making recommendations by consensus (see Consultative Committee Constitution for details).

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It is the responsibility of Management to implement Council's Salary System. The Consultative Committee does not have the power of veto over Management's decisions; however it may refer matters to the Award Implementation Committee, if resolution at the local level is unsuccessful.

KEY ELEMENTS OF THE SALARY SYSTEM

Job Analysis

Job analysis is the process of obtaining valid information about jobs. This information identifies the purpose of the job and covers the actual work content of the job: the skills, knowledge and abilities required to perform the job effectively. From this information a Position Description can be developed.

Position Description

In our organisation we use Position Descriptions (sometimes called Job Descriptions). These documents include:

- *a brief statement about the purpose of the job;*
- *a description of the job (tasks, duties and responsibilities);*
- *the specifications for the job (knowledge, skills and abilities) required by the jobholder;*
- *the relationship of the jobholder to others (who the jobholder reports to and others who report to the jobholder) and*
- *specific qualifications (formal education, experience required, any certificates or licences required).*

The Position Description will also state the terms and conditions of employment (hours, pay, and award provisions)

All positions within the Salary System will have a fully detailed position description, which aligns with the entry level requirements for the position as determined in the Salary Structure, and provide for future desirable knowledge/skills/abilities that will be contained within the competency criteria.

At the conclusion of the annual assessment process, both the supervisor and the employee will review the Position Description. This is an important task, as jobs rarely remain static and the competencies required to do the job may also change. Some skills may become redundant and new skills may be required – this is increasingly so with the rapid changes in technology.

Any major changes to a position, which could affect the value of that position within the Salary System, need to be referred to MANEX and thereafter, the Consultative Committee for consideration, and to the General Manager for final approval.

Explanatory Note: MANEX stands for Council's Management and Executive group. This group consists of the General Manager and all Directors.

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Job Evaluation

Once a Position Description has been developed, the job is evaluated using the Form 19 Job Evaluation. This involves the completion of a questionnaire, which measures the job in terms of the Skill Descriptors in the Local Government Award, and specifies a grade for the position, within Council's Salary Structure, relative to other jobs in Council.

These gradings must be agreed and approved by the General Manager, as do any changes made to existing grades.

Positions will only be re-evaluated in the following circumstances:

- if the position is newly created
- if a significant change has occurred in the duties and responsibilities of the position, which is confirmed by the responsible Manager/Director
- if the Employee believes a significant change has occurred in the duties and responsibilities of the position, and this is confirmed by the responsible Manager/Director

Skill Descriptors

The Skill Descriptors cover the following:

- *Authority and Accountability*
- *Judgement and Problem Solving*
- *Specialist Knowledge and Skills*
- *Management Skills*
- *Interpersonal Skills*
- *Qualifications and Experience.*

*The job evaluation process is only concerned with the job - it does **not** evaluate the employee doing the job; and it does not take into consideration issues such as market forces or the physical or emotional aspects of the job. A job is allotted a Grade, Band and Level, depending on the outcome of the questionnaire and in accordance with Council's Salary Structure.*

The Salary Structure

Our Salary Structure has 21 grades as shown below. The grades are grouped according to the Bands and Levels identified in the Local Government Award, and are linked to the Skill Descriptors in the Award (see Table 1).

Award Classification (Bands and Levels)	Grade
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<i>Operational Band 1/Level 2</i>	<i>Grade 1 Grade 2 Grade 3</i>
<i>Operational Band 1/Level 3</i>	<i>Grade 4 Grade 5 Grade 6</i>
<i>Operational Band 1/Level 4 Administrative/Technical/Trades Band 2/Level 1</i>	<i>Grade 7 Grade 8 Grade 9</i>
<i>Administrative/Technical/Trades Band 2/Level 2 Professional Specialist Band 3/Level 1</i>	<i>Grade 10 Grade 11 Grade 12</i>
<i>Administrative/Technical/Trades Band 2/Level 3 Professional Specialist Band 3/Level 2</i>	<i>Grade 13 Grade 14 Grade 15</i>
<i>Professional Specialist Band 3/Level 3</i>	<i>Grade 16 Grade 17 Grade 18</i>
<i>Professional Specialist Band 3/Level 4 Executive Band 4/Level 1</i>	<i>Grade 19 Grade 20 Grade 21</i>

Table 1

Our Salary Structure also has Skill Steps. There are 3 Skill Steps in our Salary Structure - each is of 4.5% increments, with a total range of 13.5% from Entry Level to Skill Step 3. The Salary Structure matrix is attached (see Appendix 1). The dollar values change with each Award increase handed down by the Industrial Relations Commission.

Progression through the Salary Structure

Employees progress through the Salary Structure, from Entry to Skill Step 3, by attaining and applying the skills, knowledge and abilities (competencies) required for the job and by attaining qualifications identified in the Skill Steps. To maintain consistency across the organisation, Council will be using the Local Government National Competencies as a guide. Where these do not adequately cover a specific task, we will draw on competencies from other organisations, or develop our own. Each job has a list of competencies, which have been grouped into each Skill Step.

Below is an outline of the levels of competencies which might be expected to be found in a typical job:

Entry Level: The competencies required at this level would be those necessary to undertake the essential requirements of the position, as set out in the Position Description, these would directly reflect the rigours and standards established by the Form 19 questionnaire. There will be

- 6-8 entry criteria as well as 4 core competencies for Grades 1-3,

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- 10-14 entry criteria as well as 5 core competencies Grades 4-12
 - 10 – 14 entry criteria as well as 9 core competencies Grades 13-21

Step 1: *The competencies at this level would be those necessary to undertake all essential requirements of the position with an emphasis on the acquisition and application of Council specific knowledge, operating procedures and policies. There will be*

- 4-6 criteria – Grades 1 – 3
- 10-15 criteria – Grades 4 – 12
- 10-15 criteria – Grades 13 - 21

Step 2: *This level would embrace some competencies applied in other jobs within the functional area of the position. The jobholder would be able to demonstrate a greater versatility or multi skilling. For administrative and professional areas, the jobholder may demonstrate solid working or expert knowledge of other specialised areas within the profession. There will be*

- 4-6 criteria – Grades 1 – 3
- 8-12 criteria – Grades 4 – 12
- 8-12 criteria – Grades 13 - 21

Step 3: *The employee at this level would be seen as highly skilled in their specific job tasks and responsibilities, with a basic knowledge and skill level of a position of similar character, but of a higher grade.*

- 3-5 criteria – Grades 1 – 3
- 6-9 criteria – Grades 4 – 12
- 6-9 criteria – Grades 13 - 21

Core Entry Competencies Grades 1 - 3

- BSBCMN315a – Work effectively with diversity
- CU07021 – Follow defined OHS policies and procedures
- CU03007 – Provide effective service to customers
- CU09026 – Undertake workplace learning

Core Entry Competencies Grades 4 - 12

1. BSBCMN315a - Work effectively with diversity
2. CU07021 – Follow defined OHS policies and procedures
3. CU03007 – Provide effective service to customers
4. CU09026 – Undertake workplace learning

Core Entry Competencies Grades 13 - 21

1. BSBCMN315a - Work effectively with diversity

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2. CU07021 – Follow defined OHS policies and procedures
3. CU03007 – Provide effective service to customers
4. Workplace Learning– CU09026 – Undertake workplace learning
5. Work effectively in Local Government Context –CU09025
6. Prepare a Budget – LGACOM503a -
7. Deal with Conflict – EC77027
8. Manage OH&S in the Workplace – PRSIR39a
9. Provide leadership and motivate staff – FNBCNV12a

Progression Rules for All Staff to Director Level

To progress in Skill Steps within their Grade, an employee will be required to score 100% of the *Elements* for each *Unit*. These *Criteria* will include criteria from the Common Units out of the Local Government Standards but will also include job specific criteria such as Specialist competencies and qualifications in addition to those identified in the Form 19 Questionnaire, and deemed critical for the performance of the position at each Step. (Qualifications could include driver's licences, WorkCover tickets, Trade qualifications, TAFE Certificates etc.)

Annual Assessments

Employees have the opportunity to progress through these Skills Steps by acquiring and applying the competencies identified for each Skill Step. Each year all employees undertake a competency assessment. Annual assessments will be conducted in August of each year. The 1st August will be the effective date for all annual assessments.

The assessment will be conducted jointly by the employee and their immediate supervisor. A third party may attend as an observer, at the request of the employee. The employee shall be given a copy of their assessment document at least one week prior to their assessment.

If an employee is deemed not yet competent to meet the requirements for progression, a training plan will be developed to assist them in acquiring the skills and knowledge required. Support will be provided to assist employees in applying the skills and knowledge to a competent level.

An employee will be provided with their assessment document as soon as possible after the commencement of their assessment period to allow them to know against what competencies and measures they will be assessed. A further copy will be made available to the employee, if required, at least two weeks before the assessment is undertaken to allow the employee sufficient time to prepare for the assessment. In the intervening period, new competencies may be introduced by agreement of both parties.

The results of the assessment process will be referred to the Divisional Director for his/her approval. The General Manager will sign off on the assessment recommendation made by the Director.

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Any salary increases, which result from the annual review, will be effective from the agreed assessment date. If an employee is not assessed during the agreed time, due to Council's tardiness, the employee will be entitled to back payments to the first pay period after the date on which the assessments should have been undertaken.

Management will agree an assessment date and staff will be notified in writing.

Assessor Training

Any staff member who is required to conduct staff assessments shall be provided training in the appropriate techniques of competency and performance assessment. (eg Workplace Assessor Training).

New Employees and Current Employees Changing Jobs

New employees, or current employees taking up new positions, will be placed at Entry Level for the appropriate Grade, until they are able to demonstrate they meet the requirements for progression, or a period of six months has elapsed, at which time an assessment will be undertaken as a matter of course. An employee may request an assessment at any time, if they believe they are able to demonstrate they possess the competencies required to progress and that Council requires those competencies to be applied. Repeated requests for review, which are clearly unsupported by evidence of relevant knowledge/skill acquisition, will not be considered.

Current Employees in Current Jobs

An employee may request an assessment at any time, if they believe they are able to demonstrate they possess the competencies required to progress and that Council requires those competencies to be applied. Repeated requests for review, which are clearly unsupported by evidence of relevant knowledge/skill acquisition, will not be considered. It is possible for employees to progress more than one step at a time, so long as they are able to demonstrate the appropriate 'fit' for each step. This will be determined through a competency assessment.

NOTE: All requests for assessment shall be put in writing and delivered to the main office to be registered as being received. Request forms may be obtained from the Payroll Officer. Should a staff member be successful gaining a higher step following their request, they shall be back paid to the date shown on the request.

Higher Duties

Employees will only undertake higher duties by instruction from their supervisor, and for a pre-determined period. Whilst undertaking higher duties, the employee will be paid in accordance with Clause 9 (USE OF SKILLS) of the Local Government (State) Award 2004:

- (i) An employee, required to relieve in a position which is at a higher level within the salary system, shall be paid for that relief. The rate to be paid shall be determined

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by considering the skills/experience applied by the employee relieving in the position but shall be at least the minimum rate for the position in accordance with the salary system except where the higher level skills have been taken into account within the salary of the relieving employee.

- (ii) Payment for use of skills relieving in a higher paid position shall be made for the time actually spent relieving in the higher position and is not payable when the relieving employee is absent on paid leave or an award holiday. An employee on annual leave may be entitled to a higher rate of pay in accordance with the provisions of Clause 19 Part C(v) of this Award.
- (iii) An award employee who is required to relieve in a senior staff position, so designated under the Local Government Act, 1993, shall be paid an appropriate rate of pay commensurate with the duties and responsibilities of the relief work undertaken.”

Apprentices/Trainees – Rules For Progression

Trainee Employees

- The employee is placed on the appropriate level in Band 1 /Level 1 according to either their age or educational qualifications, whichever provides for the highest rate of pay.
- Progression along the scale is not automatic, but is subject to successful completion of appropriate training modules and satisfactory service. These criteria will be established by the Director, with reference to the requirements of the course of study and on-the-job training.
The Director will seek approval, of the criteria, by the General Manager.
- In general, Council requires trainees to undertake the equivalent of half the full-time study load, in accordance with the relevant university guidelines for the particular course of study. It may be the trainee does not commence study with the commencement of employment, for a number of reasons, however it is expected formal training should begin within six months of engagement. If a delay in commencing studies occurs, through no fault of the trainee, so long as they have completed twelve months of satisfactory service, they will progress to the next salary step.
- The trainee might also be required to maintain a drivers licence as part of the terms of employment.

Apprentices

- Apprentices are indentured after a period of six months ‘trial’ employment.
- Apprenticeships are normally time-based (usually four years). As there is no apprentice wage set under the Local Government Award, apprentices are employed under the Trainee rates set down in Band 1 / Level 1. This means the rules, which apply to trainees, also apply to apprentices. Progression up the salary scale is subject

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to successful completion of appropriate training modules and satisfactory service. In the case of apprentices, course modules are set for the period of the apprenticeship. Where there is a choice of Electives, the apprentice will be required to choose only those modules approved by the Director and General Manager.

Training Plans

Individual training plans will be developed for knowledge/skills/abilities gaps, identified during the assessment process, and throughout the year by observation on the job. Individual training plans will be established within 2 months of an employee's assessment being undertaken, subject to available resources.

The priority for training is determined by statutory requirements, operational constraints and budget allocations.

Council currently provides employee training in the following priority order:

- Safety and Induction training
- Training required to ensure Council meets its legislative responsibilities
- Training which is necessary to enables the employee to carry out their work to the level required by Council
- Training which allows progression
- Training which may be regarded as career training (that is, it is not necessarily related to the job)

Employees shall have access to their individual training plans.

Council Agreements

The Salary System does not preclude the opportunity for Council Agreements to be negotiated to meet the special needs of either the employee or the Council.

Council Agreements seek to vary the Award by agreement, as provided in Clause 36 (COUNCIL AGREEMENTS) of the Local Government (State) Award 2004.

Selection and Recruitment

Advertising of staff positions will be in accordance with Section 348 of the Local Government Act and Council's Recruitment & Selection Policy and appointments will be based on merit.

Current employees of Council will be actively encouraged to apply for positions within Council.

A letter of appointment detailing the Grade, skill step, rate of pay and any other benefits or allowances will be provided to successful applicants. All external applicants, who are offered a position, will be required to undergo a medical examination, including a full hearing test. Appointment will be subject to a satisfactory medical.

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All new employees shall undertake an induction process, and be given copies of their position description and the competency criteria for their positions.

Labour Market Premium

A labour market premium may be applied to a position at the General Manager's discretion and based on objective evidence that such a need exists, to enable Council to attract and retain appropriately qualified and experienced people.

The General Manager, in determining the Labour Market Premium, may take into account:

- internal equity to ensure internal relativities,
- that the decision is fair, equitable and defensible
- prevailing labour market conditions for the position
- the additional skills the employee may bring to the position.

Where a Labour Market Premium (LMP) is applied, it will be added to the Entry Level rate for the Grade and will apply to each of the Skill Steps within that Grade. The employee's classification would be, for example, Engineer, Grade 16 LMP3% which would indicate that all rates of pay at Grade 16 within the Structure would be increased by 3% for this employee only.

Other Benefits and Allowance

Benefits provided under Council's Human Resources policies do not form part of the Salary System.

Appeals Process

As a first step, an employee, who disagrees with their assessment, should approach their supervisor to discuss their concerns. In the event that the employee and supervisor are unable to resolve the concern, the supervisor and/or the employee may refer the matter to the responsible Manager/Director. An employee is entitled to have a third party support person (this may be a union representative or co-worker) "sit in" on any discussions held throughout the process.

If a resolution is not reached, the employee may have access to the grievance and dispute procedure under Clause 30 (GRIEVANCE AND DISPUTE PROCEDURES) of the Local Government Award.

Publications/Education

All employees shall have access to a copy of:

- The salary structure
- Their position description
- Their assessment criteria
- Their training plans
- The Local Government (State) Award 2007

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Employees will be provided with ongoing education and understanding of the Salary System.

Administration and Review of Salary System

The General Manager, MANEX and the Consultative Committee will review the Salary System at least annually to ensure ongoing Award compliance and market competitiveness.

The ongoing administration of the System is the responsibility of the General Manager through delegation to his/her appointed officer. It is essential that the System's integrity be maintained by applying these rules to all decisions relating to the Salary System.

ADDENDUM

Approved by:
(General Manager)

Date:.....

RECOMMENDATION

That Council adopt the amended Foundation Rules Salary System - Policy.

1.5 TRAINING AND DEVELOPMENT POLICY

A Training and Development Policy has been prepared and was endorsed by the Consultative Committee meeting held on 26 March 2009. The policy recommended to the General Manager now appears below for Council's review and endorsement:

WARRUMBUNGLE SHIRE COUNCIL TRAINING AND DEVELOPMENT POLICY

POLICY STATEMENT

This policy recognizes Council's commitment to ensure a more highly skilled and flexible workforce through the education, training, skills maintenance, development and enhancement of staff. Council supports a program to develop the human resources, represented by Council's employees, required to meet Council's current and future needs.

The aims of this policy are to:

- Develop in employees the standard of skill, knowledge and experience essential to the effective and efficient delivery of service relevant to an employee's respective discipline and position.
- Develop opportunities for career paths within council and improve productivity and effectiveness in the achievement of Councils' objectives.
- Encourage employees in their self-development and provide assistance to achieve and maintain a high level of competence in their respective discipline and position.

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- Provide support and assistance to employees attending recognized and approved training courses and workshops including in-house programs.
 - Provide support and assistance to employees who undertake, in their own time, approved professional development courses that relate to their duties and compliment their existing skills and knowledge to the benefit of the organization.

DEVELOPMENT OF A LEARNING AND DEVELOPMENT PLAN

Manager and Supervisor Responsibilities

Managers/Supervisors should conduct the employee's review annually. Following this review they should identify any skills or competencies that are required to fulfill the position and determine any training required to satisfy their competency requirements. Managers are responsible for creating a structured learning and development plan for each employee annually or once an employee's probationary period is achieved. This training plan will then be forwarded to the Human Resource Department to investigate training facilitators and obtain training schedule.

The Human Resource Department will forward all departmental training plans to their respective Directors for their approval and prioritising. All training offered to staff will be dependant on budgetary restraints

Employee Responsibility

Employees should:

- Participate in the creation of their learning and development plan
- Attend core training programs, however an employee's entitlement to other forms of training will depend on the individual's learning and development plan
- Apply their new skills and knowledge in the workplace
- Participate in the review process of their learning and development plan
- Ensure all Workcover and non Workcover tickets are kept valid and notify either supervisor or HR of impending expiry dates

Warrumbungle Shire Council will reimburse expenses according to the adopted Warrumbungle Shire Council Reimbursement Policy. Should a training activity be undertaken outside the Shire and the venue more than two hours traveling the employee will have the option to arrange accommodation. Should a staff member be directed to attend a course overtime will be paid in accordance with the award.

PROFESSIONAL DEVELOPMENT LEARNING

Professional Development Learning is activities that go beyond the skills/knowledge outlined in a position description. They are learning activities that will assist the employee in developing their career and will add value to Council services. These activities may be covered by the Study Assistance Scheme.

STUDY ASSISTANCE SCHEME

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Employees wishing to be considered for approval for the Study Assistance Scheme must meet the following minimum criteria prior to their application being submitted.

- Employees must have passed their probationary period and be confirmed permanent employees of Warrumbungle Shire Council.
- Evidence is shown that there is mutual benefit for both the employee and the organization to undertake this course of study.
- Undertaking the study will not be disruptive to Warrumbungle Shire Council.
- Be willing to sign a contract agreeing to remain at Warrumbungle Shire Council following the completion of the course for a period equal to the length of that course. i.e. A staff member is assisted for a three year tertiary course - the staff member would agree to remain at Warrumbungle Shire Council for three years after completing that course. Where the course is being undertaken part time the full time length of the course will be the period of service required.
- For high cost courses (in excess of \$5,000 per annum and duration of four years or less) the employee will undertake an additional period of service of 2 years. This is in addition to the full time length of course as set out above.

Eligible expenses for study assistance are:

- HECS fees
- Course and registration fees such as enrolment fees and general service charges
- Prescribed textbooks
- Accommodation and meal expenses associated with mandatory residential school attendance via the most economical means.

Council will not provide a vehicle to attend residential school but out of pocket fuel costs will be reimbursed (receipts must be provided).

All courses commenced will be budgeted from year to year dependant on the length of the course. Traveling outside normal working hours will not be paid as overtime.

All fees are to be paid by staff in the first instance with reimbursement made at the end of every semester. Reimbursement may be declined where evidence of satisfactory completion has not occurred. All reimbursement claims must include original receipts.

In cases where due to financial hardship it is evidenced that fees are unable to be paid up-front by the employee, approval should be sought from the General Manager to waive the requirements to payment of fees up-front by the employee. Council will pay a maximum amount of **\$500** up front if approved by the General Manager.

If an employee is required to withdraw from a subject or course, fees covered by this policy that are not refunded by the Educational institution will be the responsibility of the employee.

REPAYMENT ON TERMINATION OF EMPLOYMENT

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Approved applicants who voluntarily withdraw from a course and not covered by the above paragraph, terminate their employment or have their employment terminated, will not be eligible for reimbursement of any outstanding costs and would be required to repay the following amounts

- After 25% or less of agreed length of service following completion of course – reimburse 100% of course fees and associated costs
- 26%-50% of agreed length of service following completion of course –reimburse 75% of course fees and associated costs
- 51%-75% of agreed length of service following completion of course –reimburse 50% of course fees and associated costs
- 76% to 99% of agreed length of service following completion of course – reimburse 25% of course fees and associated costs
- Once completion of 100% no debt is incurred

In case of termination repayment will be taken out of any termination pay. If the termination pay is not sufficient to cover the debt, the employee will be invoiced the amount owed on termination. This debt will be a legitimate debt and recoverable as such.

SUBMISSION OF RESULTS

All employees undertaking courses of Council paid study must submit copies of their annual or semester examination results, either in conjunction with their claim for reimbursement of fees, or separately to the General Manager if not entitled to or not claiming reimbursement.

The General Manager shall have authority to suspend or withdraw sponsorship of any staff member in the event of unsatisfactory progress in a course of study. “Unsatisfactory progress” shall mean repeated subject failures and/or failing to meet the requirements of the Education Institution for the continuation of the course.

ACCOMMODATION AND MEAL EXPENSES

All associated accommodation and meal expenses will be in accordance with the adopted “Reimbursement of Expenses” Policy.

DRAFT ADDENDUM TO TRAINING AND DEVELOPMENT POLICY **TRAINING & DEVELOPMENT- PAYMENT FOR TRAVELLING OUT OF HOURS**

PAYMENT OF OVERTIME/TRAVELLING

Staff attending any training course which is more than two hours away from their starting point, and is travelled outside their normal work hours, shall be paid a travel allowance for the distance travelled as per the Award. This will be a cost against the applicable department’s training budget.

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As at 01/11/08

3-10km 3.96 per day
11-20km 6.26 per day
21-33km 9.07 per day
34-50km 11.91 per day
Each additional 10kms 3.17 per day

OR ALTERNATIVELY

The director may choose to pay time-in-lieu for staff travelling distances of 2-4 hours and for time greater than four hours the employee have a day a day off. This will be a cost against the applicable department's training budget.

PAYMENT OF WORKCOVER TICKETS

PAYMENT OF WORKCOVER TICKETS

Workcover tickets will only be paid for by Council if there is a requirement for the ticket in their competency document. Consideration would also be given to Workcover tickets which Council deems to be of value to Council.

Should an employee's Workcover Licence include tickets not appropriate to Council's requirements the employee should pay the licence and then request reimbursement for the tickets Council has agreed to pay. Should this procedure present a financial hardship to any staff, Council will arrange payment for the appropriate amount; the employee must make a request within a reasonable time to allow payment to be made through the finance department.

PROFESSIONAL DEVELOPMENT LEARNING CONTRACT

COURSE:.....

LENGTH OF COURSE:.....

Iconfirm that I have read and understood Council's Training and Development Policy and in particular the Study Assistance Scheme and agree that I will remain at Warrumbungle Shire Council, following the completion of this course, for a period ofyears/months

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I acknowledge that should I withdraw from a subject or course, fees covered by this policy that are not refunded by the Educational institution will be my responsibility.

Should I resign or have my employment terminated before the agreed time frame I agree to repay the following amounts:

- After 25% or less of agreed length of service following completion of course – I shall reimburse 100% of all course fees and associated costs owing
- 26%-50% of agreed length of service following completion of course – I shall reimburse 75% of all course fees and associated costs owing
- 51%-75% of agreed length of service following completion of course – I shall reimburse 50% of all course fees and associated costs owing
- 76% to 100% agreed length of service following completion of course – I shall reimburse 25% of all course fees and associated costs owing

Repayment will be taken out of my termination pay should my termination pay not be sufficient to cover the debt, I agree that Warrumbungle Shire Council invoice the amount owed on termination and paid before termination.

Signature of employee

Date

GENERAL MANAGER

Date

RECOMMENDATION

That Council adopt the Training and Development Policy.

1.6 ORGANISATION REVIEW

The Warrumbungle Shire Council was created in August 2004 from the combining of the previous Coonabarabran and Coolah Shires. The organisation structure, service delivery standard and officers were retained or developed from the existing philosophies and cultures. This approach was a reasonable outcome that reflected the perceived future needs of all the communities across the Shire. Part of that development needed to accommodate the separate aspects of each previous shire.

It is now five years since the amalgamation and Council is being required by the State Government to develop a long term plan. This is required under the Integrated Planning and Reporting Framework and Councillors will have seen the information on the Department of Local Government website (circular 08-65).

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The community information meetings held across the Shire as part of the budget deliberations where relative rates raised against expenses incurred in each town was discussed, could be seen as moving towards developing those plans.

However it is appropriate that a much more detailed review of where Warrumbungle Shire fits with its communities, the level of services desired, the appropriateness of the structure and what is important to council, staff and community should now be undertaken.

I have made enquiries of the Local Government and Shires Association about such a review. They advise that they have undertaken similar reviews at Greater Hume Shire, Glenn Innes Shire and Bogan Shire. The review could undertake such tasks as:

- Climate survey of staff
- Review of documentation
- Interviews with all staff individually or in focus groups
- Interviews with councillors
- Benchmarking against similar Councils
- Task allocation, work flow, resources, planning
- Organisation communication
- Leadership
- Community drop in seminar and focus groups.

The suggested cost would be \$51,000 plus air travel, car hire, accommodation and meals whilst on site. The whole project would take approximately eight (8) months.

Any recommendation or selection of various options would then be up to Council.

I believe that a considered estimate of direct costs would be in the order of \$70,000. In the General Manager's section of the budget there is an amount of \$60,000 for organisation reviews and part of this could be used to meet this cost. However, there are some costs associated with the operations of OROC that may need to be taken out of those funds as well. Therefore a supplementary vote adjustment of \$40,000 would need to be made towards this engagement from this provision.

The briefing paper by the Shires Association was distributed to Councillors under separate cover.

RECOMMENDATION

That Council authorise the Mayor and General Manager to engage the Shires Association to undertake an organisation review and determine the brief after consultation with Councillors. Further that a supplementary vote of \$30,000 be provided towards this review.

1.7 NOTICE OF MOTION – INDUSTRIAL AND RESIDENTIAL LAND

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The following Notice of Motion has been received from Councillors Ray Lewis and Kerry Campbell.

“That Council avail itself of the current funding offer under the Local Infrastructure Grant Project of the NSW Government (Interest Free Loan) and commence development of residential and commercial land in Coonabarabran and further that land be acquired in Dunedoo and developed as an industrial area.”

RECOMMENDATION

For Council’s consideration.

1.8 SENIOR STAFF – ANNUAL REPORTING

The Local Government Act 1993 No. 30 Section 339 states that, *The General Manager must, at least once annually, report to the Council on the contractual conditions of Senior Staff.*

The Warrumbungle Shire Council currently has one Senior Staff position, and that is the position of General Manager.

The General Manager is on the standard employment contract for Local Government with the Annual Total Remuneration Package being \$170,000.

RECOMMENDATION

For Council’s information.

1.9 ABORIGINAL FLAG

The Coonabarabran Local Aboriginal Land Council has written to Council asking that the Aboriginal Flag be flown on a permanent basis. The state:

“It has been noted in your letter dated 1 July that the Aboriginal Community Working Party request to fly the Aboriginal Flag has been granted which is positive news.

These requests to fly the Aboriginal flag have always been greeted favourably by the Warrumbungle Shire Council (WSC).

At its last meeting on the 29th June 2009 Coonabarabran Local Aboriginal Land Council (CLALC) members moved a motion to request WSC to fly the Aboriginal flag on a permanent basis above the WSC Coonabarabran office.

The members were strong in their conviction that the flag be flown on a permanent basis rather than just on particular weeks such as NAIDOC. As you will well know there are a substantial number of Shire Councils that have recognised the Aboriginal people of the respective local area in this manner along with a Statement of Recognition.

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Additionally we believe that a positive decision from WSC about this request at your July 2009 meeting would be considered an historical milestone for the whole community of Coonabarabran."

This matter was listed for Council's June meeting with the following resolution passed:

426 RESOLVED that the Warrumbungle Shire Council adopt the following policy on flying the Australian Flag and the Aboriginal Flag:

- i) *The Australian flag will be flown on Anzac Day; Armistice Day and Australia Day.*
- ii) *The Aboriginal flag will only be flown in company with the Australian flag and that it be flown for the working days in Reconciliation Week and NAIDOC Week and **FURTHER** that the flags be flown for additional working days in the period from 26 May to 8 June which includes the milestones for Indigenous people of the 1992 Mabo Decision and 1967 referendum and Myal Creek Massacre.*

*Lewis/Campbell
The motion was carried*

As you will note from the above, Council does not fly the Australian Flag on a permanent basis. The reasons for this are the need for someone to carry out the function and the difficulty with the location of that flag pole at the Coonabarabran office when lowering the flag.

RECOMMENDATION

For Council's determination.

1.10 DUNEDOO SES CONTROLLER

On a regular basis the appointment of a local controller at each town is reviewed. That means that the volunteer controller needs to be reappointed.

Mr Lloyd Graham has been the local controller at Dunedoo for many years and now needs to be reappointed for two years.

The Regional Controller has now assessed Mr Graham and recommends that he be reappointed. Council needs to concur with that recommendation.

RECOMMENDATION

That Council agree to the reappointment of Mr Lloyd Graham as the Dunedoo SES Controller for a further two years.

1.11 OROC EXECUTIVE OFFICER

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The Orana Region Organisation of Councils has been operating for many years on a voluntary basis. That is, member Councils and particularly Warren Shire and their General Manager undertaking various activities. Progressively Councils work loads have increased with less and less time being able to be devoted to research and pursuit of common interests.

All other regional Organisations of Councils have adopted an executive structure and employed an executive officer. The General Managers of Warren, Gilgandra, Cobar and Warrumbungle Shire undertook a review of the needs and potential outcomes. From that it was recommended that an Executive Officer be appointed.

Narromine Shire has agreed to provide the office space and support services for the position.

An indicative cost of operations for one year is \$122,782. Of that, Warrumbungle Shire Council's contribution would be \$11,327.35.

As these discussions and review has been progressing for the last year, an allocation allowance was included in the General Manager's budget under Organisation Review.

RECOMMENDATION

That Council endorse the engagement of an Executive Officer by OROC and that a supplementary adjusting vote of \$11,500 be taken from the Organisation Review budget and applied to the OROC support allocation.

1.12 CODE OF CONDUCT REVIEW COMMITTEE

Council is required under Clause 12.12 of the Model Code to appoint at least three people to form its Review Committee. These people must be:

- Independent of Council
- Appropriately qualified and,
- Of high standing in the community

To facilitate this requirement the member Councils of OROC agreed to advertise and create a selection panel from which participating Councils could draw from. Nominations have been called for and a panel of 8 people has been selected. The following people are recommended to Council:

Mr Robert McCutcheon TRANGE	Mr Tony Wass WARREN
Mr Paul Crennan BATHURST	Mr Kevin Keady COONAMBLE
Mr David Lister	Mr Don Olney/Nick Wilson

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NYNGAN	DUBBO
Mr Geoffrey Langford COBAR	Mr John McCaffrey COONABARABRAN

The operation of the Review Committee will come at a cost with the following fee allowances set:

Sole Reviewer per meeting	\$600.00
Review committee member per meeting	\$400.00
Review committee Chair per meeting	\$600.00
Legal profession is acting in that calibre	Scheduled Fee
Travelling as per Local Government (State) Award	

RECOMMENDATION

That Council endorse the above review panel as its members of the Warrumbungle Shire Council Conduct Review Committee.

1.13 POLICY – INJURY MANAGEMENT/RETURN TO WORK PROGRAM

In accordance with Council's commitment to its employees the following Injury Management / Return to Work Program has been developed through consultation and agreement with worker representatives and is consistent with medical advice. The Policy has been reviewed by the OH&S Committee and is now submitted for consideration.

Injury Management / Return to Work Program

1. INTRODUCTION

In accordance with Council's commitment to preventing injury and illness through the provision of a safe and healthy working environment, this program has been developed and is to be followed by those who are employed by Warrumbungle Shire Council.

2. DEFINITION

Return to Work Program is the restoration of the injured employee to their fullest possible physical, psychological, social, vocational and economic capacity. A graduated return to work program, developed through consultation and agreement with worker representatives and consistent with medical advice will be followed.

3. PROGRAM

This program applies to all employees of council who work for Warrumbungle Shire Council.

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The Return to Work Program is based on the following commitments that are supported by all levels of this organisation.

3.1 Warrumbungle Shire is committed to the prevention of work-related injuries or illness through the provision of a safe and healthy working environment and recognises the benefits of a risk management process for the prevention of workplace injury or illness. This is supported by:

- The formation of a workplace occupational health and safety committee, with relevant training carried out for committee members.*
- The cause(s) of injuries or illnesses, which occur at the workplace will be investigated and where appropriate corrected in consultation with the Occupational Health and Safety Committee (refer Accident Investigation Form)*
- Notification of incidents and accidents will be reported to the Safety Officer/Return to Work Coordinator immediately. All forms required, including Accident Investigation Form, StateCover Incident and Injury Register, StateCover Claim Form, Witness Statement (if applicable) and StateCover Release Form will be completed and presented to the Safety Officer/Return to Work Coordinator within 48 hours.*
- First Aid will be carried out by a trained First Aid Officer and ambulance called if necessary.*

3.2 Warrumbungle Shire is committed to the commencement of the return to work process as soon after the injury or illness, where medical judgement permits.

- Rehabilitation needs will be assessed for any employee with a work-related injury or illness, as soon as possible after notification of the incident.*
- Development of any Return to Work Plan will be formalised in a written document following consultation with the injured employee, treating doctor and their representatives.*
- A confidential file will be established and maintained throughout the duration of an injured employee's Return to Work Program.*
- Warrumbungle Shire Council will ensure that the return-to-work process is commenced as soon as possible after an injury and in a manner consistent with the workers medical fitness for work.*
- Warrumbungle Shire is committed to ensuring that early return-to-work by an injured worker is a normal practice and expectation.*
- Where appropriate, Warrumbungle Shire Council will provide the opportunity for the injured employee to return to the work environment through a graduated return to pre-injury duties, consistent with medical recommendations.*
- Council will promote, as a normal practice, rehabilitation involving a short as possible period of absence from work as is medically recommended.*

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- *Council will strive to ensure that the working environment is conducive to workplace-based rehabilitation.*
- 3.3 *Where practicable, Warrumbungle Shire Council is committed to the provision of suitable duties, as an integral part of the rehabilitation process for an injured or ill worker.*
- *To the extent possible, the return to work will be to the same or similar duties. Where resumption to similar duties is physically impossible, retraining and redeployment into different duties will be pursued. The hierarchy of return-to-work goals will be followed as below:*
 - *Same duties/same employer*
 - *Different duties/same employer*
 - *Same duties/different employer*
 - *Different duties/different employer*
 - *An offer of suitable duties will be consistent with the advice of the treating doctor and/or recommendations of a rehabilitation provider. They will be made in writing to the worker, through a formalised return to work plan.*
 - *Changes to the duties or employment of the worker will be initiated only after consultation with all relevant parties.*
 - *Identifying suitable duties for an injured employee that are timely and safe is considered a priority within the Return to Work Program. Suitable duties are defined by WorkCover NSW as work tasks that the injured worker is able to perform safely but are not necessarily the worker's pre-injury duties and may involve a change in the hours normally worked.*
- 3.4 *Warrumbungle Shire Council is committed to consultation with its employees and, where applicable, consultation with any industrial union of employees on any aspect of the Occupational Rehabilitation process.*
- *The Return To Work Coordinator will initiate consultation with the employee throughout all stages of the return to work process.*
 - *Warrumbungle Shire Council will consult with the appropriate union throughout the rehabilitation process if requested by the employee.*
- 3.5 *Warrumbungle Shire Council is committed to the principle that participation in the Return to Work Program will not, of itself, prejudice an injured or ill worker.*
- *The job security of the injured employee will not be jeopardised, and the injured employee will not be disadvantaged for promotional opportunities through participation in the return to work process.*
 - *The Workplace Injury Management and Worker's Compensation Act 1998 and the Worker's Compensation Act 1987 provides that unreasonable refusal by a worker of an offer of suitable employment or necessary*

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rehabilitation training may compromise the payment of Worker's Compensation benefits.

4. AIM

- To ensure, where possible, restoration of the injured employee to their fullest possible physical, psychological, social, vocational and economic capacity.
- In consultation with the injured employee, treating doctor and any representatives, formulate a written Return to Work Program.
- To ensure the Health, Safety and Welfare of Council employees
- To ensure compliance with the Occupational Health & Safety Act 2000
- To ensure compliance with Workplace Injury Management and Worker's Compensation Act 1998
- To ensure compliance with Worker's Compensation Act 1987

5. RESPONSIBILITIES

The following personnel play key roles in the return to work process. Their ability to work together for the benefit of the injured employee will determine the success of the Return To Work Program. The specific roles of the key personnel together with the Return to Work Program procedures are described below.

5.1 The Injured Employee

The injured employee is the focus of all actions related to the return to work process. Where an injury or illness is sustained at work or travelling their normal route to or from home or work, the employee has the following obligations:

- To notify their employer of any injury immediately (or as soon as practicable). In most cases this will entail notifying your immediate supervisor of an injury and completing both the Warrumbungle Shire Council Accident/incident Investigation Form, StateCover Incident and Injury Register, StateCover Claim Form, Witness Statement (if applicable) and StateCover Release Form;
- To inform the Return To Work Coordinator of initial doctors appointment to allow the Coordinator, with the injured workers permission, to attend the appointment.
- To provide accurate information about the claim and obtain a NSW WorkCover NSW Medical Certificate to support any absences from work related to the injury. Failure to obtain a certificate will result in the absence being deducted from sick leave entitlements;
- To co-operate in the development of an injury management plan and comply with the injury management plan, by attending all meetings, medical appointments or other activities directly related to the return to work program;
- To nominate a treating doctor, who will be responsible for the medical management of the injury or illness. The employee must also authorise the

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nominated treating doctor to provide relevant information for the purposes of effective rehabilitation;

- To make all reasonable efforts to return to work as soon as possible after the injury where practicable.

5.2 Management

Is to ensure that all processes are followed in accordance with the Injury Management and Return To Work Policy and procedures. It i

5.3 Supervisor

The Supervisor plays a key role in ensuring that the needs of the employee are met without jeopardising the needs of the other workers.

- Once an injury is reported the supervisor will ensure that the injured person receives appropriate first aid and/or medical treatment as soon as possible and will start an investigation process to prevent a recurrence.
- The supervisor will notify the Return to Work Co-ordinator/Safety Officer of any injury as soon as possible after the incident but no later than 24 hours after the incident.
- The Supervisor must participate, co-operate and comply with the establishment and maintenance of the injury management plan. They must also attempt to provide suitable duties if they are reasonably practicable.

5.4 The Return To Work Co-ordinator

The Return To Work Co-ordinator is an identified and trained staff member who assists in returning injured employee's back to work. The Return To Work Co-ordinator is the link between all parties involved, to ensure that the needs of the employee and the organisation are met within the parameters of the Return To Work Program as set out in the relative legislation. The Return To Work Co-ordinator can be contacted during business hours:

Contact Details:	Frances Perry
	Workplace Safety Officer
	Phone: 02 6378 5000
	Fax: 02 6377 1486

Or if unavailable please contact Maree Thompson on 02 6849 2000.

- The designated Return To Work Co-ordinator will assess all workers compensation claims for rehabilitation needs. If appropriate the Return To work Co-ordinator will assist in developing and complying with an injury management plan for the injured worker.

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- When an injured employee is, according to medical judgement, capable of returning to work, the Return To Work Co-ordinator will develop an individual Return To Work Plan offering suitable duties after consultation with management, injured employee and treating doctor.
 - Periodically during the return to work process, the Return To Work Co-ordinator will assess the employee's progress and provide progress reports to all key personnel. Meetings of these personnel may be required from time to time, so as to ensure the program continues to meet its objectives and is not impinging unnecessarily on any party.
 - Upon notification of injury the Return to Work Coordinator will where practicable, make the initial doctors appointment and, with the injured workers approval, accompany the injured worker at this appointment. If approval is not granted the Return To Work Coordinator may make another appointment to discuss the case with the Nominated Treating Doctor.

5.5 The Treating Doctor

The nominated treating doctor of the injured employee, will recommend any necessary treatment, complete NSW Workers Compensation Medical Certificates, review the injured employee's condition regularly, assist Councils Insurer develop an Injury Management Plan and liaise with the Return To Work Co-ordinator about suitable duties and time frames for returning to pre-injury duties.

5.6 The Insurer

StateCover provides workers compensation insurance for Warrumbungle Shire Council. The role of StateCover's Case Manager in the rehabilitation of an injured employee is to make all decisions relating to a claim for workers compensation. The Case Manager is responsible for integrating claim, medical, rehabilitation, retraining and legal considerations to develop a strategy for resolving the claim to the benefit of both the worker and the employer. In addition StateCover will advise both the worker and employer of their rights and obligations under the Workers Compensation Act. Statecover will also prepare an Injury Management Plan in consultation with the employer, worker and where appropriate the nominated treating doctor within 3 working days of being notified of a significant injury. Any Injury Management Plan will be reviewed at points designated as 4, 8 and 12 weeks and thereafter every 6 weeks

**Contact Details: StateCover
 02 8270 6000**

5.7 The Rehabilitation Provider

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The following accredited rehabilitation provider is available to assist when required in the rehabilitation of those employees who suffer a workplace injury or illness.

**Contact Details: CRS Australia
 Wingewarra Street
 Dubbo
 Phone: 02 6841 2500**

6 DISPUTE RESOLUTION

Any disputes over occupational rehabilitation will be addressed as follows:

- If disagreements about the return to work program or suitable duties arise, a meeting between the Supervisor, Return To Work Co-ordinator and other relevant parties, which may include a Manager and the union, will be called.
- If discussion fails to resolve the matter, StateCover, an accredited rehabilitation provider, the treating doctor or an injury management consultant will meet for further discussions.
- All rights of the worker under relevant industrial awards will be observed throughout an individual's return to work program.

7 PRIVACY

All injury management information concerning an injured worker is confidential. Staff with access to such information is to be made aware that it is confidential and should not be discussed with or shown to or read by anyone who is not directly involved in the worker's return to work.

7.1 Access to the return to work file

- The return to work co-ordinator will maintain a case file on all workers who require assistance to return to work. The case file is a record of the case management of an individual injured worker. Employers should ensure that access to an injured worker's return to work file by people in the organisation is restricted to those with a legitimate need to know. Access should be confined to relevant documents on the case file and limited to:
 - those who have direct responsibility in co-ordinating, monitoring or providing return to work services to the injured worker, and,
 - those involved in providing clerical and administrative support in relation to these persons.

Examples of people with a legitimate need to know may therefore include the:

- Return to Work Co-ordinator
- Worker's immediate supervisor

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- Supervisor of the area in which suitable duties have been identified
 - Occupational physician/workplace medical officer
 - Occupational health nurse
- Council will ensure that access to selected documents on the case file by people who need to know is limited to information that is relevant to their area of responsibility for the worker. Eg, the worker's immediate supervisor may need information relating to the worker's Return To Work Plan but would not need to view the whole file.
 - Council will give the employee access to the return to work file and a copy of any injury management information on request unless there is an exception as outlined in the *Privacy Act 1988*.
 - These exceptions include, for example, that the information relates to existing or anticipated legal proceedings between Council and the individual; that providing access would reveal the intentions of the organisation in relation to negotiations with the individual and that it would prejudice an investigation of possible unlawful activity.
 - National Privacy Principle 6.5 in the *Privacy Act 1988* provides that if a person establishes that the personal information is not accurate then the organisation must take reasonable steps to correct the information.
 - If Council receives a request from the worker for a health report, the author of the report should be contacted before it is released.

7.2 Obtaining or releasing injury management information

- The Workcover Medical Certificate includes a section for the worker to sign, giving consent to the nominated treating doctor, the employer, the insurer, other treating practitioners, rehabilitation providers and Workcover NSW to exchange information for the purpose of managing the workers injury and compensation claim.
- The employer is a party to this consent and can release information to the relevant parties as specified on the medical certificate.
- In the context of the workplace, it is appropriate for the employer to review and discuss the relevance and nature of information to be exchanged with the injured worker. This facilitates communication and ensures a clear understanding by all parties.
- To ensure the informed consent of the injured worker and that all parties involved in the return to work are included, consent will be obtained by having the employee sign an 'Information Consent Form'.
- The employee's consent may be withdrawn at any time, however, they should be advised that if consent is withdrawn return to work may not proceed and

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it may affect the employees entitlements to Workers Compensation Benefits.

- Information may only be released concerning an individuals injury for research purposes with the prior written permission of both the employee and Workcover NSW.

7.3 Management of records

- Council will protect return to work files, including electronically stored information, from unauthorised access, interference, misuse, loss and theft. Files shall be kept in lockable filing cabinets, password protected computer systems, and secure arrangements made for the transfer of files.
- Workers Compensation and return to work files shall be kept separate from other personnel records.

7.4 Storage of closed records

The confidentiality of information in files where return to work is completed and the case/claim is closed, shall also be protected. Such files shall be stored in the Archives section of Council's records management system and kept for a minimum period of seven years as stated in the *State Records Act*.

7.5 Transmission of Information

Where information is transmitted electronically (eg fax) care will be taken to protect the confidentiality of the information. For example, prior to faxing information, telephone the recipient to arrange for its collection immediately.

8 MONITOR AND REVIEW

The Policy and related procedures shall be reviewed at least every two years by the Return to Work Co-ordinator in consultation with the Occupational Health & Safety Committee. If any changes occur to work practices or legislation then a review shall take place.

9 RELATED DOCUMENTS

- OHS Act and Regulation
- Workers Compensation Act 1987
- Workplace Injury Management and Workers Compensation Act 1998
- Injury Management Flowchart

RECOMMENDATION

For Council's consideration

1.14 POLICY – SIGNS AS REMOTE SUPERVISION

Council has many facilities and reserves scattered remotely throughout the Shire. Part of the management of these facilities is to provide warnings and protection to the public of dangers that may be present. The following Signs as Remote Supervision Policy is a

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bench mark standard now being recommended to be adopted by Council to manage and inform the public.

SIGNS AS REMOTE SUPERVISION POLICY

1. INTRODUCTION

Warrumbungle Shire Council has recognised that damaged or missing signs are an inconvenience to the public and represent a potential for public liability claims. In the interests of public safety Council recognises its responsibility in providing appropriate signage at its Swimming Pools, Parks and Reserves.

2. DEFINITION

This policy has been prepared to ensure that council has clear and concise directions, as to the location, content and frequency of signs and to minimise public liability exposure emanating from the provision of services to the community. Signs are often the cheapest and most direct method that Council can employ for supervision of a remote location and attempting to ensure the health and safety of its community members.

3. POLICY

- *Council will adopt the Statewide “Signs as Remote Supervision Best Practice Manual” as the process for the assessment, selection and placement of signs at swimming pools, parks and reserves. Such signage shall be used to direct, advise or warn the public of inherent dangers in the environment in which they are operating.*
- *Council may refer to other documents for style and layout of its signs.*
- *A regular inspection program of Council’s remote supervision signage shall be included in risk inspections conducted by Council staff.*
- *Signs currently not meeting the current best practice and/or Australian Standards, shall be replaced, as funds permit, in priority order based on hazards and public usage of the respective areas and the rating formula detailed in the manual.*
- *The appropriate Council Director shall seek an annual budget allocation from Council to be used for the replacement of old signs and installation of new signs where areas of high risk are identified as per the manual.*

4. AIM

Areas of public liability exposure at Council facilities inadequately signposted will, when Council becomes aware of a potential risk, be assessed with a view to eliminating, reducing or accepting the risks using signs as remote supervision.

5. RESPONSIBILITIES

Council will be responsible for the installation and maintenance of Remote Supervision Signage.

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Council's Pool Staff and Parks and Garden Staff, with the assistance of Council's Safety Officer, will be responsible for the inspection of, and recording of repairs required of those signs, on Council's spreadsheet of Council owned or controlled Signs as Remote Supervision.

Pool Staff and Parks and Gardens Staff will record any repairs needed and report them to their supervisor.

6. MONITOR AND REVIEW

This policy and related procedures shall be reviewed annually by the Safety Officer in consultation with Management. If any changes occur to work practices or legislation then a review of the Policy and Procedures shall take place.

7. RELATED DOCUMENTS

- Statewide Signs as Remote Supervision Best Practice Manual version 3
- Spreadsheet of Council owned or controlled Parks, Reserves and Swimming Pools
- Aquatic and Recreational Signage Style Guide Edition 2

8. AMENDMENTS

RECOMMENDATION

For Council's consideration and adoption.

.....
R J GERAGHTY
GENERAL MANAGER

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Mr R J Geraghty
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

DIRECTOR OF CORPORATE SERVICES

ANNEXURE 2

2.1 DUE BY THE BANK TO THE FOLLOWING FUNDS AS AT 30.6.2009

GENERAL FUND	BANK	RESTRICTED	BALANCE
General Fund Bank Balance	\$ 11,714,215.60	\$ 1,408,000.00	\$ 5,826,215.60
Future Capital Upgrading		\$ 2,520,000.00	
Employees Leave Liability		\$ 770,000.00	
External Grants for Specific Projects		\$ 980,000.00	
Development Sec 94 & 64 Contb'ns		\$ 210,000.00	
TOTALS	\$ 11,714,215.60	\$ 5,888,000.00	\$ 5,826,215.60

WATER FUNDS	BANK	RESTRICTED	BALANCE
Baradine Water Bank	\$ 30,096.51		\$ 30,096.51
Binnaway Water Bank	\$ 539,062.14	\$ -	\$ 539,062.14
Coonabarabran Water Bank	\$ 1,572,488.91	\$ 179,230.45	\$ 1,393,258.46
Coolah Water	\$ 48,816.37		\$ 48,816.37
TOTALS	\$ 2,190,463.93	\$ 179,230.45	\$ 2,011,233.48

SEWERAGE FUNDS	BANK	RESTRICTED	BALANCE
Coonabarabran Sewerage	\$ 2,441,464.06	\$ 836,510.08	\$ 1,604,953.98
Baradine Sewerage	\$ 276,539.45	\$ 332,320.00	-\$ 55,780.55
Coolah Sewerage	\$ 1,147,722.83	\$ 563,170.00	\$ 584,552.83
TOTALS	\$ 3,865,726.34	\$ 1,732,000.08	\$ 2,133,726.26

SUMMARY	BANK	RESTRICTED	BALANCE
General Fund	\$ 11,714,215.60	\$ 5,888,000.00	\$ 5,826,215.60
Water Fund	\$ 2,190,463.93	\$ 179,230.45	\$ 2,011,233.48
Sewerage Fund	\$ 3,865,726.34	\$ 1,732,000.08	\$ 2,133,726.26
TOTALS	\$ 17,770,405.87	\$ 7,799,230.53	\$ 9,971,175.34

RECOMMENDATION

For Council's information.

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2.2 INVESTMENTS HELD AS AT 30 JUNE 2009

Warrumbungle Shire Council Local Government Financial Management Regulations (Clause 16) Investments Held As At 30th June 2009										
	Invested With	Amount	Current Valuation	As At	Initial Interest Rate	Taken	Maturity	Interest Rec'd	Date Rec'd	Current Interest Rate
On Call	Suncorp Metway	2,185,000.00	2,185,000.00	30.06.2009	4.75%	Daily	Daily			4.48%
1	ANZ Three Pillars - FRN-AA-	500,000.00	179,918.07 260,749.75 318,645.48	30.04.2009 31.05.2009 30.06.2009	BBSW+120	24/03/2005	4/06/2010	\$ 9,652.45	4/06/2009 Accrued	5.1933% to 6 Apr then 4.3133% to 6 July
2	RIM Securities BOND ST CUSTODIAN- TITANIUM AAA	2,000,000.00	1,053,330.00 1,880,314 1,903,738 1,910,662 1,892,080	27.02.2009 31.03.2009 30.04.2009 31.05.2009 30.06.2009	7.27%	17/05/2005	14/12/2010	26,477.26 15,544.00 \$3,366	16/3/09 Accrued	3.83% 30.04.09
3	CBA Range Accrual	1,000,000.00	848,300.00	31.05.2009	7.50%	14/12/2005	14/12/2010			

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	Invested With	Amount	Current Valuation	As At	Initial Interest Rate	Taken	Maturity	Interest Rec'd	Date Rec'd	Current Interest Rate
4	CBA Range Accrual	1,000,000.00	848,300.00	31.05.2009	7.50%	16/12/2005	16/12/2010			
5	ROYAL BANK CANADA Range Accrual	1,000,000.00	948,300.00	31.05.2009	7.70%	16/03/2006	16/03/2011			
6	PIMCO PRINCIPAL PROTECTED	500,000.00	479,159.00 479,143.50	31.05.2009 30.06.2009	50% CG	22/02/2007	28/02/2011			
7	TRIDENT-CREDIT SUISSE SYDNEY BRANCH PPN-AA-	500,000.00	480,987.50 481,483.50	31.05.2009 30.06.2009	50% CG	30/05/2007	30/05/2011			
8	ANZ CREDIT SAIL-ANZ INVESTMENT BANK CDO- A	500,000.00	133,050.00 180,000.00 185,650.00	30.04.2009 31.05.2009 30.06.2009	BBSW+150	14/11/2005	30/12/2011			
9	BENDIGO BANK FRN	500,000.00	427,245.00 429,975.00	31.05.2009 30.06.2009	BBSW +120	21/09/2007	21/09/2012	\$10,959.72 670.00	Accrued	5.4467% to 23/3/09

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	Invested With	Amount	Current Valuation	As At	Initial Interest Rate	Taken	Maturity	Interest Rec'd	Date Rec'd	Current Interest Rate
10	ANZ ASPIRT 1-CPPI/FRN-Aap	500,000.00	450,530.00 446,528.00 439,720.00	30.04.2009 31.05.2009 30.06.2009	50% CG	15/11/2006	11/08/2012			
11	WBC DANDELION-FRN-	1,000,000.00	826,000.00 826,000.00	31.05.2009 30.06.2009	BBSW + 12BP	20/12/2007	21/12/2012			
12	ANZ ASPRIT 11-CPPI/FRN-Aap	800,000.00	702,800.00 699,718.40 687,376.00	30.04.2009 31.05.2009 30.06.2009	50% CG	30/03/2007	30/03/2013			
13	DEUTSCHE BANK AG LONDON DAISY	1,500,000.00	1,411,800.00 1,389,150.00	31.05.09 30.06.2009	6% + CG	31/05/2006	31/05/2011			
14	ANZ ALL SEASONS-KEOLIS AAA	1,500,000.00	972,600.00 952,950.00	31.05.2009 30.06.2009	8.00%	16/06/2006	16/06/2013			

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	Invested With	Amount	Current Valuation	As At	Initial Interest Rate	Taken	Maturity	Interest Rec'd	Date Rec'd	Current Interest Rate
15	ANZ AVERON BOND-SEALINK P/L-CPPI/FRN-AAA	700,000.00	398,720.00 405,860.00 439,880.00	30.04.2009 31.05.2009 30.06.2009	BBSW+1.50	4/10/2006	20/06/2013			
16	DRESDNER BANK OCTAGON PLC-EMU NOTE	1,500,000.00	1,162,800 1,163,850.00 1,162,800.00 1,161,450.00	31.03.2009 30.04.09 31.05.2009 30.06.2009	7.00%	25/10/2005	30/10/2015			
		17,185,000.00	14,513,403.48							

RECOMMENDATION

For Council's information.

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2.3 RECONCILIATION OF GENERAL FUND BANK ACCOUNT – 30 June 2009

Reconciliation of General Fund Bank Account

Date as at 30th June, 2009

CASHBOOK

Balance as at 01.06.2009	\$ 1,467,896.45
Income	
- Total Receipts	<u>\$ 4,172,622.86</u>
	\$ 5,640,519.31
Expenditure	
- Total Cheques Drawn	<u>\$ 5,582,975.79</u>
	\$ 57,543.52

BANK STATEMENT

Bank statement as at 30.06.2009	\$ 585,405.87
Outstanding Deposits	<u>\$ 11,332.98</u>
	\$ 596,738.85
Less Unpresented Cheques	<u>\$ 539,195.33</u>
	\$ 57,543.52

RECOMMENDATION

For Council's information.

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2.4 RATES AND CHARGES COLLECTION REPORT UP TO and INCLUDING END JUNE 2009

GENERAL		RATE ARREARS	2007/2008 LEVY	PENSIONER WRITE OFF	ABAND- ONED	RATE ARREARS AND NET LEVY	TOTAL PAY- MENTS TO DATE	TOTAL OUTSTAND- ING 2008/2009	TOTAL OUTSTAND- ING 2007/2008	COLLEC- TION % 2008/2009	COLLEC- TION % 2007/2008
	CBN RES / RURAL RES	112,581	938,983	71,507	540	979,517	885,757	93,760	96,521	90.43%	89.75%
	BARADINE	38,915	126,476	17,260	4	148,128	107,104	41,024	37,166	72.31%	72.57%
	BINNAWAY	18,975	59,120	10,084	4	68,008	50,432	17,576	20,776	74.16%	70.42%
	VILLAGES	7,995	21,698	2,102	2	27,589	20,858	6,731	8,492	75.60%	68.61%
	FARMLAND	151,493	3,836,245	19,675	11,482	3,956,581	3,792,527	164,053	168,211	95.85%	95.72%
	COOLAH	13,702	181,643	14,478	0	180,866	166,885	13,981	9,257	92.27%	94.85%
	DUNEDOO	12,688	200,118	16,431	0	196,375	182,481	13,893	10,790	92.93%	94.30%
	MENDOORAN	9,744	62,484	6,979	5	65,244	57,293	7,951	7,711	87.81%	88.01%
	LEADVILLE	2,511	9,430	1,487	0	10,454	7,544	2,910	1,524	72.16%	85.48%
	MERRYGOEN	539	3,817	688	0	3,668	3,248	419	518	88.57%	85.05%
	NEILREX	107	2,296	200	0	2,203	1,892	310	65	85.91%	97.19%
	UARBRY	830	3,386	76	0	4,140	4,193	-53	830	101.28%	74.10%
	COOLABAH ESTATE	2,259	14,347	1,563	1	15,042	13,176	1,866	2083	87.59%	86.03%

WARRUMBUNGLE SHIRE COUNCIL

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GENERAL		RATE ARREARS	2007/2008 LEVY	PENSIONER WRITE OFF	ABAND- ONED	RATE ARREARS AND NET LEVY	TOTAL PAY- MENTS TO DATE	TOTAL OUTSTAND- ING 2008/2009	TOTAL OUTSTAND- ING 2007/2008	COLLEC- TION % 2008/2009	COLLEC- TION % 2007/2008
	RUR/RES COBBORA	599	3,387	299	0	3,686	3,670	17	492	99.55%	87.88%
	GENERAL RESD/BUS-STH	10,724	129,606	9,193	7	131,129	119,511	11,618	7,301	91.14%	94.20%
	BUSINESS-CBN- RURAL	31,534	361,148	250	103	392,329	375,398	16,931	33,421	95.68%	91.52%
WATER						0		0			
	COONABARAB RAN	31,344	310,865	27,377	397	314,436	283,480	30,956	26,248	90.16%	90.99%
	BARADINE	36,144	85,278	10,184	2	111,236	76,865	34,371	33,769	69.10%	66.65%
	BINNAWAY	33,560	65,706	8,708	4	90,554	62,266	28,288	31,913	68.76%	66.33%
	VILLAGES	16,526	11,040	873	1	26,693	8,431	18,261	16,351	31.59%	34.11%
	FARMLAND - NTH & STH	88.00	1,026.00	0.00	0.00	1,114	1,114	0	-	99.99%	90.97%
	COOLAH	15,724	171,801	11,055	0	176,470	157,010	19,460	12,331	88.97%	91.24%
	DUNEDOO	8,348	123,105	9,390	0	122,063	111,653	10,410	7,852	91.47%	93.06%
	MENDOORAN	9,926	96,480	4,664	10	101,732	86,477	15,255	9,227	85.00%	84.13%
	MERRYGOEN	2,439	10,580	831	0	12,187	10,555	1,632	3,615	86.61%	68.63%

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		RATE ARREARS	2007/2008 LEVY	PENSIONER WRITE OFF	ABAND- ONED	RATE ARREARS AND NET LEVY	TOTAL PAY- MENTS TO DATE	TOTAL OUTSTAND- ING 2008/2009	TOTAL OUTSTAND- ING 2007/2008	COLLEC- TION % 2008/2009	COLLEC- TION % 2007/2008
SEWERAGE						0		0			
	COONABARAB RAN	44,440	635,885	27,182	402	652,741	609,882	42,859	40,062	93.43%	93.67%
	BARADINE	52,659	145,365	8,653	3	189,368	145,817	43,551	49,952	77.00%	72.22%
	COOLAH	13,463	152,896	8,823	0	157,536	142,347	15,189	11,066	90.36%	92.86%
	DUNEDOO	8,975	144,059	9,215	0	143,820	133,166	10,654	8,747	92.59%	93.60%
		688,832	7,908,271	299,227	12,969	8,284,908	7,621,032	663,876	656,291	91.99%	91.83%
GARBAGE- North		70,690	601,722	51,804	60	620,548	549,269	71,280	64,911	88.51%	89.09%
GARBAGE - South		32,222	369,371	36,197	21	365,375	329,800	35,574	44,281	90.26%	87.26%
FARMLAND - NTH - STH		722	29,890	471	2	30,140	29,088	1,052	20,989	96.51%	0.00%
LEGAL FEES		178,484	158,788	0	74	337,198	158,788	178,410	111,793	47.09%	32.36%
								0			
INTEREST		153,612	0	0	0	153,612	96,849	56,763	86,958	63.05%	43.06%
	TOTALS	1,124,562	9,068,043	387,699	13,126	9,791,780	8,687,977	1,006,955	985,223	88.73%	88.56%

Note: These do not include Legal / Interest / Waste Outstanding Amounts as they are not broken up into these localities

RECOMMENDATION

For Council's information.

.....
CAROLYN UPSTON
DIRECTOR OF CORPORATE SERVICES

WARRUMBUNGLE SHIRE COUNCIL

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Mr R J Geraghty
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF ENVIRONMENTAL SERVICES ANNEXURE 4

4.1 COMPULSORY ACQUISITION OF RESERVE NO. 86029 FOR PUBLIC RECREATION – CUNNINGHAM STREET, COOLAH

Background

At its meeting held on 18 May 2006, Council resolved in minute number 400 “that Council compulsorily acquire Lot 131 DP728787 for the purpose of subsequent sale to Mr Slacek to allow the expansion of the Cunningham Caravan Park and to making the necessary application to the Minister of Local Government and for the Governor.”

Commentary

Council’s legal representations have completed the necessary processes to enable the transfer of the land to Mr Slacek in return for Council’s costs being covered, however, transfer requires the fixing of the seal on the documents and no specific resolution to fix the seal has been carried by Council in previous resolutions of Council.

RECOMMENDATION

That Council resolve to transfer the land known as Lot 131 DP728787 in Coolah to Feliks Slacek in return for consideration of \$24,166.70 and that authority be granted to the Mayor and General Manager for the fixing of Council’s seal to all relevant documents relating to the sale and transfer of the land

4.2 DEFINITION OF A “FAMILY” FOR SEASON TICKETS IN THE 2009/2010 SWIMMING SEASON

Background

Each year pool superintendents have been guided by the conditions sections on the season ticket form stipulating 5 family members per season ticket. This was never enforced by pool superintendents. Council’s Public Pools Procedures adopted in 2008 stated that family Season Tickets shall be immediate family only eg 2 adults (mother / father) and immediate children. Single parent families were able to nominate a primary carer in addition to or in lieu of the parent. A recent Council meeting highlighted the need to define formally and then advertise the proposed changes.

Definition Considerations

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Discussions at the June Council meeting brought forward the suggestion of a Medicare card being used to determine the family members covered by a season ticket. This method is used by Bathurst and Mid-Western Regional Councils.

An important addition to this rule is the addition of a primary carer for single parent and working families. In previous years Council has recognised a nominated primary carer in such instances. This is an essential role to encourage supervision and to enable more usage of the pool and swimming club activities by children in these families.

Safety Considerations

Any persons listed as a primary carer or parent on a Family Season Ticket must be aware of their responsibilities as the adult in charge of any children. Most particularly that the children they are accompanying must behave in a manner consistent with Council's code of conduct at the facility and that their role as a supervisor in accordance with Royal Lifesaving guidelines:

1. That any children under 10 are to be supervised,
2. Non-swimmers are to be within arms reach at all times.

A statement would have to be signed by the primary carer accepting this role, and would be attached to the Family Season Ticket application form. Parents automatically accept their responsibility when signing the application form.

RECOMMENDATION

1. That the Family Season Ticket be defined by the members of a family listed on the family Medicare card, and that a photocopy of the Medicare card be provided at the time of application for a Family Season Ticket.
2. That single-parent families, or working families where only one parent is to be nominated, be allowed to nominate an additional primary carer not appearing on the family Medicare card as part of the Family Season Ticket. An accompanying Statutory Declaration must be provided with the Family Season Ticket application form nominating the person as a primary carer in addition to a statement by the primary carer accepting their role and responsibilities.

4.3 DEVELOPMENT APPLICATION FOR DETERMINATION – 126/0809 DIESEL STOP SERVICE STATION AND ASSOCIATED SIGNAGE

Applicant	Caltex Petroleum Australia Pty Ltd
Owner	As above
Property	Oxley Highway, Coonabarabran
Land Description	Lots 405 & 406 DP753378
Current Approved Use	Service Station
Current LEP Zoning	2(v)
Assessment No	2200.0003 and 2200.0005

DESCRIPTION OF PROPOSED DEVELOPMENT

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Construction of a self-serve unmanned diesel stop service station and associated signage purpose built for trucks and other rural machinery and equipment. It is proposed the Diesel Stop will operate 24 hours a day, 7 days a week.

The land is zoned 2(v) village under the provisions of the Coonabarabran LEP 1990. Because of its proximity to the Oxley Highway the application was referred to the RTA.

A copy of the Statement of Environmental Effects and plans are included for Councillors' information.

RESULTS OF PUBLIC EXHIBITION

The application was advertised and a total of 2 submissions concerning the proposal were received. The main objections raised in the submissions are summarized as follows:

- i) lack of garbage bins at proposed site
- ii) amenities should be provided for the use of truck drivers
- iii) the provision of a sound-proof fence between the site and the adjoining motel
- iv) parking of trucks, especially stock trucks and refrigerated trucks.

RESULTS OF CONSULTATION

Following lodgement of the development application the documents were referred to the RTA and Council's Technical Services Department for comment. The RTA has no objection to the proposed development subject to a number of requirements being satisfied.

A full copy of this response is included for Councillors' information.

In the event Council chooses Option C in the conclusion, these requirements must be included as conditions in the consent.

COMMENTARY

In considering this proposal Council must take into consideration the matters listed in Section 79C of the Environmental Planning and Assessment Act, 1979. The matters listed included:

a) the provisions of:

- *Any environmental planning instrument (Coonabarabran LEP 1990), and*
- *Any draft environmental planning instrument that is or has been placed on public exhibition and details of which have been notified to the consent authority, and*
- *The regulations*

that apply to the land to which the development application relates.

b) the likely impacts of the development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,

c) The suitability of the site for the development,

d) Any submissions made in accordance with the Act or Regulations,

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e) The public interest

Compliance With Development Control Plans

The following Development Control Plans (DCPs) are applicable to this development:

- Warrumbungle Shire Council DCP No 1 – Shire Lighting Code to Protect Siding Springs Observatory
Under this DCP, the proposed development is located in Zone E1c. This zone requires light sources to be fully shielded to ensure that no light is emitted above the horizontal. Signs in this zone must be turned off at close of business or at 11pm. Special exceptions for all night businesses must be referred to the Director. This requirement can be met with a condition of consent if Council chooses Option C in the conclusion.
- DCP No 3
Under this DCP the land is classified as Residential C and attempts to override the LEP, which is unenforceable.

Compliance With Coonabarabran LEP 1990

The land is zoned 2(v) under the provisions of the Coonabarabran Local Environmental Plan 1990 and the activity is defined as a 'service station' under that plan by way of clause 4 of the Environmental Planning and Assessment Model Provisions 1980. The proposal is permissible with Council consent under the LEP.

Compliance With REPs and SEPPs

- Orana REP

The proposed development is subject to the provisions of Orana REP No 1 and the applicant will be required, as a condition of consent, to forward lighting details to the Observatory Director for assessment prior to commencement of any site works if Council chooses this option.

- SEPP 55 – Remediation of Land

Given the subject site's historic use as a service station there is a potential that the land is contaminated. The proposed development is of a very similar nature to the previous land use and the applicant states that it is proposed to remove the existing underground tanks and remediate any localized seepage.

- SEPP 64

The applicant states that the proposed signage meets the requirements of this SEPP, however it will be a condition of consent that details be forwarded to the Observatory Director as above.

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ANALYSIS

Likely Impact of the Development, Suitability of the Site and Concerns Raised in Submissions

The advertising and consultation processes resulted in a number of concerns being raised by objectors. The major concerns raised and an evaluation of their validity are as follows:

1) Traffic Considerations

The development application was referred to the RTA which had no objection to the proposal provided a number of conditions could be met. These are included in the draft conditions of consent if Council chooses this option. In addition Council's Director of Technical Services has reviewed the proposal and has no further comments or conditions.

2) Provision of Amenities and Rubbish Bins

Comments have recently been received by Council raising concerns about people freely disposing of rubbish and defecating in the area. The applicant has been approached about the provision of amenities and is agreeable, however a condition is included in the draft consent if Council chooses this option.

3) Noise

Whilst no noise measurements have been taken, the existing traffic movements are likely to generate moderate to high background noise levels already. A condition of consent will require the erection of a suitable noise attenuating barrier between the motel units and the main section of the service station.

CONCLUSION

Council has three options available under Section 80 of the Environmental Planning and Assessment Act 1979;

Option A

Refuse the development application. This option is available to Council if Council is not convinced that all matters proposed to be covered by the draft Conditions of Consent could be adequately remedied or mitigated to an acceptable level. Council is advised that any refusal must specify the specific grounds for refusal as the applicant would have a right of appeal to the Land and Environment Court against the decision.

Option B

Approve the development unconditionally. This option would not be appropriate given the likely impact of an unconditioned development.

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Option C

Approve the application subject to conditions with the reasons for the conditions explained. The draft conditions listed below as Schedule 1 have been formulated for Council's use in the event Council wishes to exercise this option:-

RECOMMENDATION

That Council approve DA 126/0809 for operation of a self serve fuel facility at Lots 405 and 406 DP753378 Oxley Highway, Coonabarabran subject to the conditions of consent listed in schedule 1.

SCHEDULE 1

1. General

Development taking place generally in accordance with the outlined proposal indicated in the development application, except as modified by these conditions, Council's Development Control Plans, Engineering requirements and the requirements of the Environmental Planning and Assessment Act 1979.

(Reason: To ensure the development complies with this approval and the proposal which was considered.)

2. BCA Compliance

The building complying with the requirements of the Local Government Act 1993, the Building Code of Australia(BCA) and all relevant Australian Standards.

(Reason: To ensure that the completed building complies with nationally adopted construction standards.)

3. Sanitary Facilities

The applicant is to provide disabled unisex sanitary facilities in association with the proposed development which are constructed in accordance with the Building Code of Australia. The amenities are to be available 24 hrs a day and regularly maintained in a sanitary condition by the owner/operator of the proposed facility for use by patrons of the facility.

Prior to works commencing on site construction plans detailing the proposed location and construction methods are to be submitted to Council for assessment and approval.

(Reason: To provide sanitary facilities for users of the development to ensure sanitary conditions are maintained at all times.)

4. Specific Details to be Supplied

Prior to the release of the Construction Certificate the applicant shall submit full details (for Council's approval) of:

- the proposed exterior colour schemes
- landscaping plan
- Engineering Certification

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- Detailed construction plans

(Reason: To ensure that the appearance of the building is compatible with the surrounding precinct and essential design features are achieved.)

5. Footpath Obstructions and Litter Control

No building materials are to be stored on the public footpath and all waste materials are to be stored on site in a secure enclosure capable of resisting wind disturbance. The Developer is to provide on site refuse collection facilities in sufficient number and size to ensure all refuse is adequately restrained and removed.

(Reason: To protect the public safety and amenity of the area)

6. Soil Erosion Control

All site works involving cut and fill or soil disturbance are to strictly adhere to Council's Soil Erosion and Sedimentation Policy ('Do It Right On-Site' pamphlet attached).

(Reason: to minimize soil erosion on the site.)

7. Site Disturbance

All excavation and backfilling are to be executed safely and in accordance with appropriate professional standards and all excavations are to be properly guarded and protected to prevent them from being dangerous to property or life.

(Reason: To ensure the safety of workers on site, the public and the protection of adjacent buildings.)

8. Construction Noise Management

Building and/or demolition works creating noise likely to interfere with the neighbouring amenity, are to be restricted to:

Monday to Friday: 7.00am to 6.00pm

Saturday: 8.00am to 6.00pm

Not to be carried out on Sundays or public holidays.

(Reason: To ensure the public amenity of the area is not unduly affected by noise.)

9. Noise Attenuation

All sound producing plant and equipment forming part of the operation of the facility is to be effectively sound insulated in accordance with the relevant Australian Standards to ensure that offensive noise is not created at the nearest effected premises.

(Reason: To ensure the public amenity of the area is not unduly affected by noise.)

10. Noise Barrier

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Prior to works commencing on site the applicant shall provide a suitable barrier between the development and the adjoining Motel to ensure that offensive noise is not created at the nearest effected units. Suitable designs of the barrier are to be completed by a competent person detailing the design of the barrier and its anticipated noise reduction properties.

(Reason: To ensure the public amenity of the area is not unduly affected by noise.)

11. Upward Light Spill

All external lighting is to be of a fully shielded design and directed in a downward position. Details of any illuminated advertising signs shall be provided to Council for referral to the Siding Springs Observatory prior to construction.

(Reason: To minimise upward light spill and to comply with the requirements of the Orana Regional Environmental Plan.)

12. Prevention of Scalding

Hot water installations shall deliver hot water at the outlet of all sanitary fixtures used primarily for personal hygiene (hand basins) purposes at a temperature not exceeding 50° C.

(Reason: To prevent accidental scalding.)

Notes:

- i) The installer should advise the owner/occupier that regular testing and maintenance of such valves is required for satisfactory operation.
- ii) Where tempering valves are installed a sign is to be permanently fixed on the hot water heater, adjacent to the tempering valve (where clearly visible) indicating:

‘A Tempering Valve has been installed to prevent scalding, this valve is to be renewed at intervals, as recommended by the valve manufacturer.’

13. Sewer Surcharge

The drainage service is to be provided with at least one overflow gully, the top level of which shall not be less than 150mm below the floor level of the building and not less than 75mm above the finished ground level.

(Reason: To enable sewage surcharge outside the building in case of a blockage in the sewer main.)

14. Water and Sewerage Service Work

Plumbing and drainage fixtures included in the building work are to be installed in accordance with Council’s requirements. This work can only be carried out by a suitably licensed tradesman.

(Reason: To ensure compliance with AS3500 – National Plumbing and Drainage Code.)

15. Access and Egress Requirements

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- (i) All accesses and internal service roads shall be bitumen sealed and maintained to provide a dust free surface over all trafficable areas of the development at the developers cost.
- (ii) The proposed two new accesses should be tapered to accommodate turning paths of largest class of vehicle requiring access. Any redundant accesses should be closed and concrete kerb and gutter reinstated.
- (iii) Any proposed landscaping, signage and fencing are not to impede sight lines of traffic and/or pedestrians within the development, or when entering and leaving the development.
- (iv) All activities including loading and unloading of goods associated with the development must be carried out on site. All vehicles including delivery vehicles are to enter and exit the site in a forward direction.
- (v) The design and content of any signage is to be in accordance with State Environmental Planning Policy No 64 – Advertising and Signage.
- (vi) Any signage is not to be within or overhang the road reserve and is not to form a traffic hazard itself. The advertising signage must not be a distraction to drivers, in respect to dynamic displays, inappropriate advertising or excessive numbers of advertising signs.
- (vii) A Road Occupancy Licence is required prior to any works commencing within 3m of the travel lanes of the Newell Highway. This can be obtained by contacting Mr Paul Maloney on 6861 1686. Submission of a traffic control plan is required as part of this licence.
- (viii) All works associated with the development are to be at no cost to the RTA.

(Reason: To ensure safe movement to of vehicles using the site)

16. Connection to Council Services

Council's Department of Technical Services is to be fully advised of any works being carried out in relation to water/sewer connection/disconnection.

(Reason: To ensure adequate and properly connected services.)

17. Protection of Council Infrastructure

Any damage to road pavements, footpath, kerb and gutter or utility services during construction shall be repaired at full cost to the applicant.

(Reason: To ensure adequate and properly connected services.)

18. Hoardings and Barriers

Site barriers are to be erected and maintained in accordance with WorkCover Authority and Council requirements.

(Reason: To ensure the safety of pedestrians and preservation of Council's assets.)

Note: The applicant will be responsible for reinstatement of the adjacent roads and footpath in the event of damage.

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4.4 WARRUMBUNGLE SHIRE COUNCIL APPLICATIONS RECEIVED FOR THE MONTH OF JUNE 2009

Complying Development (set criteria) Development Application (Specialised Conditions)	Date Received	APPLICANT'S NAME	LOCATION (of development)	(Town)	Development Type	Status (Approved or Pending)
CDC 134/0809	09.06.09	Carmen Reedman	River Road	Coonabarabran	New Verandahs	Approved
CDC 135/0809	10.06.09	Amos Grima	Birrawa Street	Cobbora	Steel Shed	Pending
CDC 136/0809	09.06.09	Ian Stubbs	Werribee Road	Bomera	Garage & Carport	Pending
CDC 137/0809	12.06.09	Frances Evans	Charles Street	Coonabarabran	New Verandah & Deck	Pending
DA 138/0809	12.06.09	Jason Newton	Crane Street	Coonabarabran	Addition to Shed	Pending
DA 139/0809	12.06.09	Jodie-Anne Hayne	Nelson Street	Coonabarabran	Beautician Shop within Dwelling	Pending
DA 140/0809	16.06.09	Mendooran & District Development Group	Bandulla Street	Mendooran	Interchangeable Sign	Pending
DA 141/0809	16.06.09	Brett Bowman	Talbragar Street	Coonabarabran	New Patio	Pending
CDC 143/0809	23.06.09	Guy Andrews	Barker Street	Coonabarabran	Garage / Storage Shed	Pending
DA 144/0809	25.06.09	St Lawrence's School	Dalgarno Street	Coonabarabran	Patio / Walkway	Pending
DA 145/0809	25.06.09	Jeffrey Matthews	Young Street	Coonabarabran	3 Bedroom Home	Pending
DA 146/0809	30.06.09	Ian King	Innes Street	Binnaway	1 Bedroom Dwelling	Pending

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WARRUMBUNGLE SHIRE COUNCIL APPLICATIONS HELD PENDING AS AT THE MONTH END MAY 2009						
CD or DA	Date Received	Applicant	Location	Town	Type of development	Status
DA 105/0809	2 March 09	Sue Harvey-Walker	Lot 22 Tibuc Road	Coonabarabran	2 Lot rural subdivision	Clock Stopped Waiting Further Information
DA 112/0809	23 March 09	Rebel Bullingham – Evans	McGuinness Road	Weetaliba	Erection of a 1 bedroom dwelling	Clock Stopped Waiting Further Information
CDC 116/0809	16 April 09	Garry Wilson	Bandulla Street	Coonabarabran	Single Story Dwelling	Clock Stopped Waiting Further Information
DA 121/0809	28 April 09	Johann Schwarz	Lot 30 Newell Highway	Coonabarabran	Shed Alteration	Clock Stopped Waiting Further Information
DA 126/0809	8 May 09	Caltex Petroleum P/L	Lots 405 & 406 Oxley Highway	Coonabarabran	Diesel Stop Service Station	Clock Stopped Waiting Further Information
DA 127/0809	11 May 09	David Baker	Morriseys Road	Coonabarabran	Change of Use	Clock Stopped Waiting Further Information

.....
TONY MEPPEM
ACTING DIRECTOR ENVIRONMENTAL SERVICES

WARRUMBUNGLE SHIRE COUNCIL

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Mr R J Geraghty
General Manager
Warrumbungle Shire Council
John Street
COONABARABRAN 2357

Dear Sir

Attached is my report for consideration by Council

DIRECTOR OF COMMUNITY SERVICES ANNEXURE 5

5.1 LEASE AGREEMENT 64 BINNIA STREET COOLAH

Recommendation 03 from the minutes of the Social Services Advisory Committee Meeting held on Tuesday 12 May 2009 requested that Council authorise the General Manager to sign the 2 year Lease Agreement for 64 Binnia Street, Coolah. Whilst Council adopted these minutes (Resolution No 384 of 21 May 2009), since it is a legal matter, it is preferable that a separate resolution be accepted to this effect.

The relocation of the Coolah Community Care office space from 17 Cole Street was proposed due to lack of space and cramped conditions. This premise will now be refurbished to provide some cheap flat style staff accommodation as per Council's 2009/2010 Management Plan.

An initial 2 year Lease Agreement for the new office space was considered acceptable. It has main street frontage and has been refurbished to meet the needs of Community Care which incorporates Meals on Wheels, Social Support and Community Transport services. The rental is \$150 (inc GST) per week and is funded from the Social Services program, at no cost to Council.

RECOMMENDATION

That Council approve the General Manager signing the 2 year Lease Agreement for 64 Binnia Street Coolah for the purpose of the Warrumbungle Community Care Coolah office space.

5.2 NSW COMMUNITY BUILDING PARTNERSHIP FUND

As noted in an earlier advice to each Councillor; the NSW Government's \$35 million Community Building Partnership announced in late June will provide funding for local community projects across NSW. Funding has been allocated to each electorate. Community groups and local councils are eligible to submit applications for funding that will help support local infrastructure and jobs.

Applications from local councils will require a commitment of matching funding by the Council. Projects must be ready to commence by late 2009 and be completed before the end of December 2010. Applications for funding under the partnership close on 10th August 2009.

WARRUMBUNGLE SHIRE COUNCIL

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Members of Parliament will:

- Invite applications from local councils and community groups within their electoral districts.
- Provide comments and recommendations on the suitability and priority of eligible proposals within their electoral districts for the Premier's consideration.
- The Department of Premier and Cabinet will make recommendations to the Premier based on the assessment criteria and information provided by Members of Parliament.

A copy of the funding advice received from the Member for Barwon and a list of Frequently Asked Questions is attached for Councillors' information under separate cover. More details are available at www.nsw.gov.au

An application from Council does not prevent any community organisation from the Shire submitting their own individual applications.

The current Council projects that meets both funding criteria and has a \$ allocation in the 2009-2010 budget include:

1. Baradine Park \$18,000.
2. No 1 Oval Grandstand \$50,000.
3. Coonabarabran Town Hall \$50,000.

Notwithstanding these three projects above, Council could nominate another project (and allocate a supplementary vote to the value of \$30,000-\$40,000) such as the Baradine or Binnaway Oval Canteen/Kiosks which were unsuccessful under the 2009 NSW Sport and Recreation funding program.

Applicants need to demonstrate how the project will deliver positive results for the community, through job creation and community, social, recreational or environmental outcomes.

RECOMMENDATION

For Council Consideration

5.3 RESTRUCTURE OF CONNECT 5, CASTLEREAGH FAMILY DAY CARE (FDC) AND OUT OF SCHOOL HOURS (OOSH)/VACATION CARE CHILDREN'S SERVICES

The former Preschool building at 14 Robertson Street Coonabarabran has been refurbished and offices of Connect 5, FDC relocated. A playroom is fitted out for OOSH and Vacation Care. Vacation Care will commence on Monday 13 July open from 8.30am to 5.30pm each weekday and OOSH will commence from Monday 27 July 2009; operating from 3.00pm to 5.30pm. The staff requirements of the OOSH and Vacation Care service is being catered for at present by employment of casual staff.

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A \$20 enrolment fee is applicable and childcare fees are \$50 per full day or \$30 per half day session for Vacation Care and \$15 per OOSH session. The service has been registered by Centrelink, so Child Care Rebate (CCB) subsidy is applicable. A small set up grant and sustainability assistance has been approved by the Department Education, Employment and Workplace Relations (DEEWR) and each Funding Agreement will be provided to Council for approval and acceptance in due course.

The playroom will be home for fortnightly Connect 5 play sessions, regular Playgroup and Nursing Mothers groups. It is anticipated that this community facility will be utilised by various family services organisations who may wish to provide a child friendly environment in conjunction with any training, workshops or meetings that are required.

Following the resignation of the FDC Coordinator an opportunity has arisen to combine these three Children's Services. This will result in sharing of resources, staff, Authorised Supervisor and will deliver better outcomes whilst meeting Children's Services Regulations (2004) and meeting National Accreditation process.

Each position has been reassessed according to the Warrumbungle Shire Council Salary system. The proposed structure and grade of each position description within this group for the moment labelled Coonabarabran Children's Services, until a better name is agreed, is to be presented to a Quality Control Group (QCG) Meeting and Consultative Committee for approval by the General Manager.

Council approval is sought to restructure Connect 5, FDC and OOSH/Vacation Care according to the attached structure. Essentially the Manager Children's Services will be Authorised Supervisor for both Connect 5 and FDC with Child Development Officer and Assistant Childcarer positions programming and providing for Connect 5, FDC and OOSH/Vacation Care play sessions. A fulltime Administration Officer role will support and process all paperwork for each service. This will enable the FDC Coordinator to have time needed to deliver support to Carers, of which there are currently 18.

This restructure has moved the Manager Position up one Grade, enabled the Child Development Officer role to become full time, removes budget and financial responsibility from FDC Coordinator - assessed down two Grades, and provides administration support to the whole unit. Child Care staff are 'multipurpose' catering for the needs of Connect 5, FDC, OOSH and Vacation Care.

There will remain three separate Funding Agreements and aside from the building rates and insurance expenditure, these services are delivered at no cost to Council.

The reason why this has been brought forward for Council approval before a QCG and Consultative Committee meeting is the limited time frame for Accreditation which is due in July 2009 and Licence renewal due November 2009. A QCG and Consultative Committee meeting has been requested. Staff are presently seeking an extension for Accreditation process.

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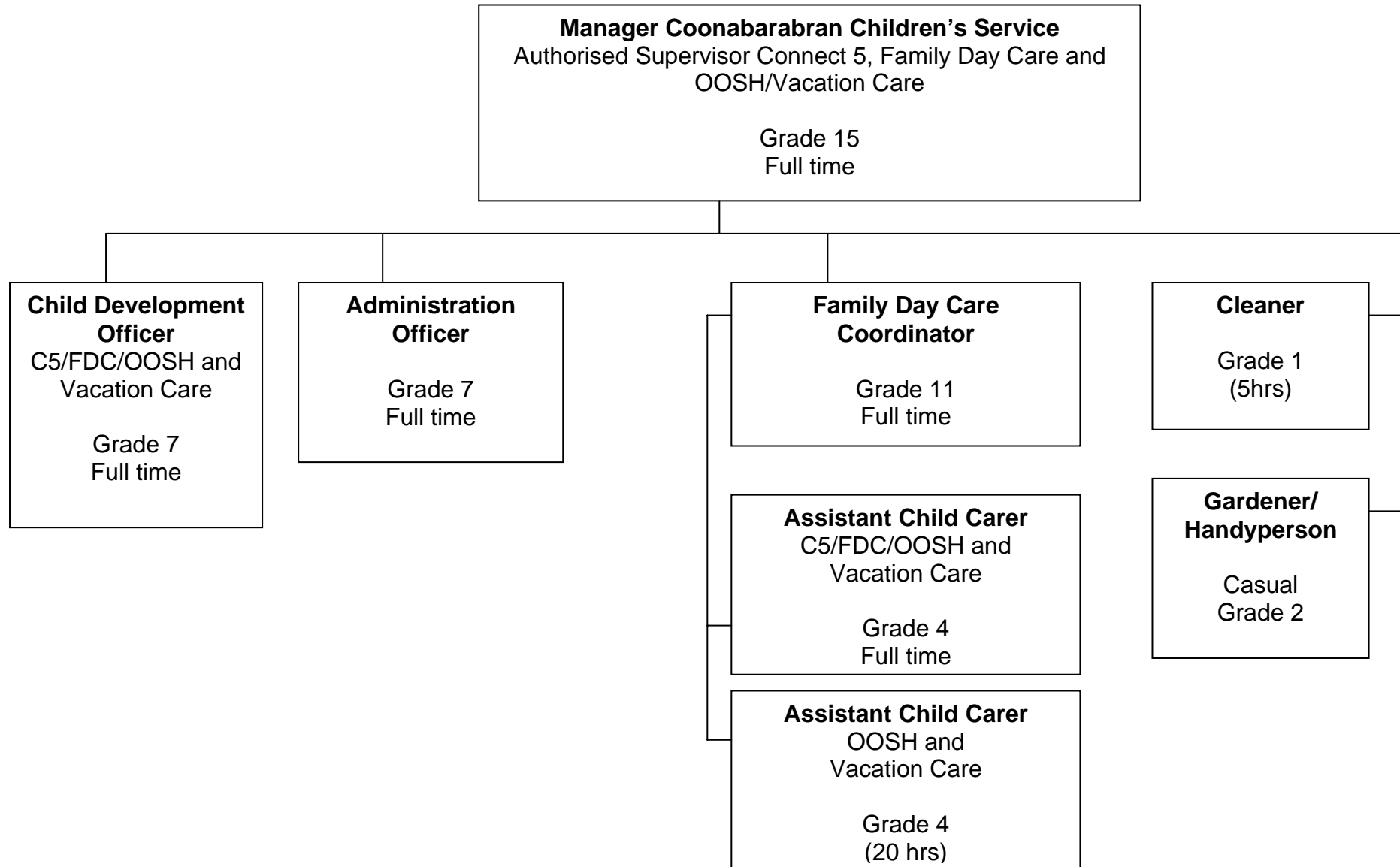
RECOMMENDATION

That Council accepts the proposed Coonabarabran Children's Services structure to combine Connect 5, Castlereagh Family Day Care, Out of School Hours and Vacation Care services; delivered from 14 Robertson Street Coonabarabran subject to endorsement from the Quality Control Group, Consultative Committee and final approval from the General Manager.

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5.4 STATE EMERGENCY SERVICES (SES) FUNDING 2009-2010

In 2 April 2009, Council received from the Minister of Emergency Services formal notification detailing changes to the way Local Government was to pay for the services of the NSW Fire Brigade, Rural Fire Service (RFS) and SES. It was indicated that Councils would be no worse off of its expenditure for NSWFB and RFS which would remain the same.

In view of this, Community Services completed its budget for the SES based on the savings created by the NSWFB and RFS and resulted in an estimate of \$12,250; being \$6,125 each for Dunedoo and Baradine SES. The implication of this centralised management for the SES is that all costs incurred at a local level which was previously invoiced and paid by Council, such as vehicle maintenance, registration and insurance, telephone etc; will be forwarded to Dubbo Regional SES for payment.

On the 2 June 2009 Council received a letter from Emergency Management (NSW) indicating that this Department will be managing the financial arrangements for the invoicing for NSWFB, RFS and SES. In early July 2009 Council then received the invoice for the three agencies.

Emergency Management NSW has calculated the Annual Total using the savings created by all Shires in the State then aggregating it as a percentage rather than working out individual savings on a per Shire basis. Attached under separate cover is a copy of the original advice from NSW Minister Emergency Services and more recent notification from Emergency Management NSW.

A summary of the invoiced quarterly payment owing, annual total and Budget for each agency is as follows;

Agency	Quarterly Payment	Total	Budget 2009-2010	Budget Deficit
NSW FB	9,757	39,028	38,029	999
RFS	53,000	212,000	210,700	1300
SES	7,652	30,610	12,250	18,360
			TOTAL	20,659

RECOMMENDATION

That Council accept Emergency Management NSW invoice and facilitate payment of 2009-2010 first quarterly account FURTHER pursue the matter of this inequity of this calculation which is not related to the number of SES units with the NSW Minister for Emergency Services

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REBECCA RYAN
DIRECTOR COMMUNITY SERVICES